



A G E N D A

Orange County Workforce Development Board Special Meeting

March 3, 2021

8:30 A.M.

www.ocboard.org

***Pursuant to the provisions of California Governor's Executive Order N-29-20, issued on March 17, 2020, this meeting will be held by Zoom. Members of the public may observe and address the meeting telephonically. To attend the meeting via teleconference please call:**

Dial (for higher quality, dial a number based on your current location):

US: +1 669 900 9128 or +1 253 215 8782 or +1 346 248 7799 or +1 312 626 6799 or +1 646 558 8656 or +1 301 715 8592

Webinar ID: 937 7501 0106 / Passcode: 092349 (once you enter this code, you should be automatically connected to the call; you will remain on the line until the meeting begins).

Link to meeting: <https://zoom.us/j/93775010106?pwd=OHUyR05xSG90YWZVMlJdZjZWTcvQT09>

The Board encourages your participation. If you wish to speak you may do so during Public Comment. To speak during Public Comment, press *9 following the Chair's invitation from the public to speak. Once acknowledged and prompted by the Chair, you may begin to speak. Except as otherwise provided by law, no action shall be taken on any item not appearing in the agenda. When addressing the Council, please state your name for the record prior to providing your comments.

This agenda contains a brief description of each item to be considered. Except as provided by law, no action shall be taken on any item not appearing in the agenda. Members of the public that wish to send comments or speak on an item(s) may send a completed Speaker Request Form(s) identifying the items and send them to OCCSAdvisoryCouncilsBoards@occr.ocgov.com prior to the beginning of the meeting. To speak on a matter not appearing in the agenda, but under the jurisdiction of this Advisory Board, you may do so during Public Comments. Speaker request forms must be sent prior to the beginning of the meeting, the reading of the individual agenda items and/or the beginning of Public Comments. When addressing the Board, it is requested that you state your name for the record. Address the Board as a whole through the Chair. Comments to individual Members or staff are not permitted. Speakers are limited to three (3) minutes.

Materials/handouts can be requested up to 72 hours in advance of the meeting by visiting:
<http://www.occommunityservices.org/cid/oc-workforce-development-board>.

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. TDD/TTY users, please call the California Relay Service (800) 735-2922 or 711. If you need special assistance to participate in this program, please contact 714-480-6500 at least 72 hours prior to the event to allow reasonable arrangements to be made to ensure program accessibility.

AGENDA:

1. CALL TO ORDER: Chair Teri Hollingsworth
2. PLEDGE OF ALLEGIANCE
3. BOARD MEMBER ROLL CALL: OC Community Services Representative
4. PUBLIC COMMENT:

At this time, members of the public may address the Orange County Workforce Development Board regarding any items within the subject jurisdiction, provided that no action is taken on off-agenda items unless authorized by law. (Comments shall be limited to three (3) minutes maximum).

ACTION ITEM(S):

5. POLICIES & PROCEDURES:
 - A. ONE-STOP CODE OF CONDUCT POLICY
 - B. WIOA INDIVIDUAL INITIAL ASSESSMENT & INDIVIDUAL EMPLOYMENT PLAN (IEP) POLICY
 - C. WIOA YOUTH INITIAL ASSESSMENT & INDIVIDUAL SERVICE PLAN (ISP) POLICY

Recommendation: Approve policies A., B., and C. as outlined above. Authorize staff to make non-substantial modifications as required.
6. OC REGIONAL AND UNIFIED LOCAL PLANS PROGRAM YEARS 2021-24.

Recommendation: Approve recommendations 1-4 listed on the OC Regional and Unified Local Plans Program Years 2021-24 background summary document. (Pages 31-32 of this agenda packet)
7. FISCAL YEAR (FY) 2021-22 WIOA PROGRAM FUNDING

Recommendation: Approve the Orange County Workforce Development Board Resolution 01-21.

ADJOURNMENT

DISCLAIMER: No member of the Orange County Workforce Development Board (OCWDB) shall sign a letter or make a statement purported to represent the position of OCWDB as a body. Letters or verbal statements of support or opposition on any issue shall only be made or signed by the Chair of OCWDB and shall be submitted to the Board for approval. The policy of the Board of Supervisors does not allow OCWDB or its Chair to sign a letter of position on any matters pertaining to legislation. OCWDB members may write personal letters or speak as individuals stating personal positions but may not do so as representing the position or opinion of OCWDB.



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CYMANTHA ATKINSON
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ANDI BERNARD
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RENEE RAMIREZ
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STACY BLACKWOOD
DIRECTOR
OC PARKS

JULIE QUILLMAN
COUNTY LIBRARIAN
OC PUBLIC LIBRARIES

OC Community Resources

[Date]

To: WIOA Subrecipients of the Orange County
Workforce Development Area

From: Carma Lacy
Director of Workforce Development

Subject: Code of Conduct Policy
Information Notice No. 21-OCWDB-XX

PURPOSE

To provide guidance and direction for implementation of the Orange County Workforce Development Board (OCWDB) Zero Tolerance Standards and Code of Conduct regarding inappropriate behavior by employees and/or visitors of the Orange County One-Stop Center.

EFFECTIVE DATE

This policy is effective immediately upon issuance.

BACKGROUND

The Orange County One-Stop Center is assisted financially through Workforce Innovation and Opportunity Act (WIOA) Title I funds and is an equal opportunity employer/program. It should be expected that the One-Stop Center is safe, clean, and comfortable. To this end, the OCWDB has established Zero Tolerance Standards and a Code of Conduct to ensure that the rights of patrons and employees are preserved, and property is protected.

In addition, all One-Stop Center visitors can expect to be treated with courtesy and respect by the Service Provider employee, request assistance from employees as needed, contact reference employees for information services, and have the One-Stop Center operate in the best interest of all patrons.

Zero Tolerance Standards

The OCWDB does not tolerate any type of workplace violence committed by or against employees.

1. No Service Provider employee and/or One-Stop Center patron shall engage in or be allowed to engage in violent conduct, make threats of violence (implied, actual, direct, or indirect), or cause actual physical injury to another person at a county workplace or in connection with the conduct of county business.



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2. All threatening comments, remarks or violent behavior, implied, direct or indirect at any county location or at any location where county business is being conducted are to be taken seriously and are never to be dismissed. Each incident is to be reported immediately to the department supervisor utilizing the Incident Report Form (See Attachment A). Supervisors shall take necessary steps to ensure the incident is immediately reported to the assigned County of Orange Program Manager and OCWDB Executive Director.
3. Any aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress is prohibited.
4. Intentionally damaging property or property of another person is prohibited.
5. Being in possession of a weapon is prohibited
6. Committing acts motivated by, or related to, sexual harassment or domestic violence is prohibited.

Failure to comply with these regulations may result in the suspension and/or expulsion from the Orange County One-Stop Center programs or facility, and/or arrest and prosecution to the full extent of the law.

Notice of Suspension and/or expulsion for failure to comply with the Zero Tolerance Standards must be provided to the participant in writing, must include an incident report, must be documented in the participants physical and electronic files, and must be approved by the Orange County Workforce Development Board Director.

Code of Conduct

The following actions are not allowed in or on Orange County One-Stop Center property:

1. Engaging in any activity that violates federal, state, local or other applicable law
2. Entering the premises without coverings on the upper or lower body or without shoes or appropriate footwear. Patrons whose bodily hygiene is offensive as to constitute a nuisance to other persons shall be required to leave the building.
3. Entering the Orange County One-Stop Center with open sores. Open sores must be wrapped or bandaged while in the One-Stop Center due to the health risk presented by open wounds.
4. Possessing or consuming alcohol and/or illicit drugs or exhibiting signs of being under the influence of alcohol or controlled substances.
5. Using restrooms for bathing, shampooing, shaving, doing laundry, changing clothes, using drugs or engaging in sexual acts.
6. Trespassing on the One-Stop Center grounds and/or using the One-Stop Center property in a manner inconsistent with its intended use.
7. Sleeping.
8. Bringing in personal items that are more than 2 feet in length or height. A maximum of 2 bags of any type will be allowed. Personal property must always be within sight of the owner. The Orange County One-Stop Center is not responsible for any lost, missing, or stolen personal items.
9. Engaging in disruptive behavior that impacts other patrons.
10. Using roller skates, scooters, skateboards, bicycles, wheeled shoes or other similar devices in the Orange County One-Stop Center.
11. Bringing animals, insects, or other living organisms, other than service animals assisting people with disabilities, inside the Orange County One-Stop Center or within 10 feet of any door.

12. Harassing behavior toward any person in the Orange County One-Stop Center, including but not limited to staring, stalking, lurking, repeated unwanted personal and/or embarrassing questions or attention in person via electronic communication.
13. Engaging in lewd behavior including, but not limited to, performing sexual act and indecent exposure.
14. Defecating and/or urinating on Orange County One-Stop Center property, other than the toilet.
15. Building of fires or using flammable liquids or materials.
16. Using obscene, abusive, threatening, profane, language and/or offensive gestures or gang signs.
17. Fighting, intentionally making loud and unreasonable noises, using offensive and/or fighting words.
18. Disruptively using electronic devices, including desktop computers, cell phones, CD players, MP3 players, walkie-talkies, PDAs, laptop computers or any other instruments. Exceptions to this rule include approved Orange County One-Stop Center activities that may involve loud noises.
19. Using technology, including computers, phones, printer, scanners, fax machines, etc. for anything other than its intended purpose (job search related activities) and tampering with their settings.
20. The internet is to be utilized for job searching purposes only. All media, including but not limited to videos, chats, games, YouTube, Facebook etc. are prohibited on the One-Stop Center owned computers or devices.
21. Neglecting to provide proper supervision of children and dependent adults at all times.
22. Failure to follow the reasonable direction of Orange County One-Stop Center employees or security officer.

Failure to comply with these regulations may result in the following:

1. First Violation of Code of Conduct may result in a verbal warning. Verbal warnings are to be documented in the participants physical and electronic file and must be reported to the Orange County Workforce Development Board Director.
2. Second Violation of a Code of Conduct may result in a written warning from the Service Provider Program Manager. Written warnings must be provided to the participant in writing, must include an incident report, must be documented in the participants physical and electronic files, and must be reported to the Orange County Workforce Development Board Director.
3. Third Violation of a Code of Conduct may result in a second written warning from the Service Provider Director of Development and/or Director. Written warnings must be provided to the participant in writing, must include an incident report, must be documented in the participants physical and electronic files, and must be reported to the Orange County Workforce Development Board Director.
4. Fourth Violation may result in the suspension and/or expulsion from the Orange County One-Stop Center programs or facility, and/or arrest and prosecution to the full extent of the law. Notice of Suspension and/or expulsion as a result of the continuous violation of the Code of Conduct must be provided to the participant in writing, must include an incident report, must be documented in the participants

physical and electronic files, and must be approved by the Orange County Workforce Development Board Director.

Service Providers are to post a copy of the Zero Tolerance Standards/Code of Conduct policy at each site in a location where visitors are able to see it. This policy is to be given to all program participants and an acknowledgement that participant received the Zero Tolerance Standards/Code of Conduct policy is to be placed in the participant's case file. If a participant is unable to read, the Service Provider must either read it aloud to the participant or provide a recording of the policy.

Orange County One-Stop Center patrons who receive verbal and/or written warning and/or a notice of suspension and/or expulsion due to a violation of the Zero Tolerance Standards and/or Code of Conduct have the right to file a grievance/complaint. Grievances/complaints must be filed within one (1) year of the incident. Orange County One-Stop Center patrons who file a grievance/complaint will not be punished in any way for filing a grievance/complaint.

Service Providers are to complete an incident report according to Information Notice 13-OCWDA-01 each time a visitor or program participant receives a violation.

For more information on how to file a grievance/complaint, please refer to the Program Grievance and Complaint Procedures.

ACTION

Bring this policy to the attention of all staff and all relevant parties.

INQUIRIES

If you have any questions regarding this policy, please contact your Contract Administrator at 714-480-6500.



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OC Community Resources

[Date]

To: WIOA Subrecipients of the Orange County
Workforce Development Area

From: Carma Lacy
Director of Workforce Development

Subject: WIOA Individual Initial Assessment & Individual Employment
Plan (IEP) Policy
Information Notice No. 21-OCWDB-XX
Supersedes Information Notice No. 15-OCWDA-03

PURPOSE

The purpose of this policy is to provide guidance on completion of the initial assessment and Individual Employment Plan (IEP) for WIOA Adult and Dislocated Worker (DW) participants.

REFERENCES

- Workforce Innovation and Opportunity Act (WIOA) Section 134(c)(2)(A) (xii)(II), (c)(3)(F)(ii)
- 20 CFR 680.170

EFFECTIVE DATE

This policy is effective immediately upon issuance.

BACKGROUND

The WIOA requires the development of an Individual Employment Plan (IEP) to identify the employment goals, create achievement objectives, and determine the combination of services for the participant to achieve the employment goals. The IEP is a holistic, ongoing process and should provide valuable information to best guide the participant towards his/her employment goals. This includes providing information on eligible providers of training services and career pathways to attain career objectives.

Policy and Procedures

Service Providers will conduct an Individual Initial Assessment and develop an Individual Employment Plan (IEP) for each participant registered in Individualized Career Services and Training Services.

1. The initial assessment (Attachment I) shall include the review of all available information provided by the registered participant during program enrollment and must be entered into CalJOBS.



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2. Services Providers are to use any of the following assessment tools when completing the initial assessment: Test of Adult Basic Education (TABE), Comprehensive Adult Student Assessment Systems (CASAS), Basic English Skills Test (BEST), or Massachusetts Adult Proficiency Test (MAPT). ACT WorkKeys, will be used for enrollment requirements only and is not intended to measure Educational Functioning Levels (EFL) for performance. Service Providers may use previous basic skills assessment results if such previous assessments have been conducted within the past six months.
3. IEPs (Attachment II) shall be jointly developed by the participant and Service Provider case manager and reviewed by the site manager.
4. Service Provider is to review IEPs on a regular basis, but at a minimum of every month. Regular updating includes the review and documentation of participant's progress, completion of activities, goal/benchmarks attainment, changes/updates related to the initial assessment, and all other accomplishments.
5. Activity Code 205 (Develop Individual Employment Plan) shall be coded in CalJOBS.
6. Completion of the initial assessment, IEP, and any IEP updates shall be appropriately documented in the case notes.
7. A copy of the completed (or updated) and signed IEP shall be given to the participant and uploaded into CalJOBS.
8. Any medical information pertinent to the initial assessment and IEP is to be collected and stored in a separate, confidential file according to Information Notice 17-OCDB-07 Personally Identifiable Information.
9. IEP must be reviewed with the participant to ensure the IEP is effectively addressing the needs of the participant. All initial and updated IEPs must be signed and dated each time anything is added to the plan by both the participant and the staff helping them to complete it.
10. The initial assessment and IEP can be set up to allow for the participant to provide an electronic signature. Refer to Attachment III for the Electronic Signature Instructions.

ACTION

Bring this policy to the attention of all staff and all relevant parties.

INQUIRIES

If you have any questions regarding this policy, please contact your Contract Administrator at 714-480-6500.

ATTACHMENTS

Attachment I: Initial Assessment Template

Attachment II: Individual Employment Plan Template

Attachment III: Electronic Signature Instructions



WIOA Adult & Dislocated Worker Program INDIVIDUAL INITIAL ASSESSMENT

Customer Name _____

Date _____

Email Address _____

Career Planner _____

EMPLOYMENT INFORMATION

Employment Goal/Occupation: _____

Industry
Cluster: _____Expected _____ \$ _____ per
Wage: _____ hour Annual Salary: \$ _____Estimated months to achieve
goal _____How many miles are you willing to travel to
work: _____Are you willing to Relocate? ☐ Yes ☐ NoComputer Proficiency: (Check one) ☐ No Experience ☐ Beginner ☐ Intermediate ☐ Advanced

Occupational Skills: _____

EDUCATION AND TRAINING

Highest Grade

Completed: _____

Degree Attained: _____

Certificates or Licenses: _____

School Status at
Participation _____**MOST RECENT EMPLOYER** (If available, a copy of the Customer's resume shall be placed in the case file)

FROM	TO	EMPLOYER	WAGE	JOB TITLE	DUTIES

STRENGTHS/BARRIERS RELATED TO EMPLOYMENT AND JOB RETENTION

STRENGTHS	CHALLENGES/BARRIERS	RESOURCES/REFERRALS

ADDITIONAL COMMENTS

COMPREHENSIVE ASSESSMENT

Item #5B

Basic Skills Deficiency ☐Yes ☐NoLimited English Proficiency (LEP) ☐Yes ☐No

Basic Skills/Grade Levels:

Math Level:

Reading Level:

Testing Date:

Language level:

Writing Level:

Completed Comprehensive Assessment on:

Assessment Type:

LABOR MARKET INFORMATION**Conducted career exploration and attained knowledge of:**

1. ☐ Yes ☐ No Labor market trends
2. ☐ Yes ☐ No Required skills
3. ☐ Yes ☐ No Training requirements
4. ☐ Yes ☐ No Wage match requirements
5. ☐ Yes ☐ No Non-traditional careers/employment

Labor Market Research Completed On:

Research Tool(s) Used:

Desired Occupation is In-Demand: ☐ Yes ☐ NoDesired Industry Sector is a Priority Sector: ☐ Yes ☐ NoInterested in non-traditional employment: ☐ Yes ☐ No**PARTICIPANT/CAREER PLANNER SIGNATURES AND DATES**

(Refer to Electronic Signature Instructions, if needed)



WIOA Adult & Dislocated Worker Program INDIVIDUAL EMPLOYMENT PLAN (IEP)

RATIONALE FOR ENROLLMENT INTO WIOA SERVICES

(Rationale shall be clear in explaining why the Customer is in need of staff-assisted services and how these services will assist the Customer with attaining employment)

GOALS

Goal Type	Short-Term Goal	Long-Term Goal
Educational		
Training		
Employment		
Personal Development		

CAREER SERVICE ACTION PLAN OBJECTIVE

(Training services and supportive services details are to be noted in the next sections.)

	START DATE	ESTIMATED END DATE	ACTUAL END DATE
1			
RESULTS:			
2			
RESULTS:			
3			
RESULTS:			

INDIVIDUAL EMPLOYMENT PLAN (IEP)

4				
RESULTS:				
5				
RESULTS:				

RATIONALE FOR ENROLLMENT INTO TRAINING SERVICES

Rationale shall be clear in explaining why the customer is in need of training and how this training will assist the Customer with attaining employment.

Please provide responses to the following questions:

1. Before receiving training services is the individual determined appropriate for training services based upon standardized tests, interviews, inventory of applicants' fields of interests, skills assessments, career exploration, available labor market information, and other data collected that is relevant to the type of training the individual is applying for? ☐Yes ☐No
2. Did assessment determine the individual is unlikely to obtain or retain employment? ☐Yes ☐No
3. Did assessment determine the individual needs training to obtain or retain employment? ☐Yes ☐No
4. Did assessment determine the individual has the skills and qualifications to successfully participate in training? ☐Yes ☐No
5. Did assessment determine the individual is a member of the priority population? ☐Yes ☐No
6. Does the file justify the need for training? ☐Yes ☐No
7. Will the training result in a credential/certificate that will lead to employment in a demand occupation? ☐Yes ☐No
8. If the individual is between the ages of 18-24 or they considered a dependent? ☐Yes ☐No
9. Is the individual/family self-sufficient? ☐Yes ☐No

Rationale:

TRAINING SERVICE PLAN	START DATE	ESTIMATED END DATE	ACTUAL END DATE	RESULTS

INDIVIDUAL EMPLOYMENT PLAN (IEP)

SUPPORTIVE SERVICES		
NEED	COMMENTS	DATE(s)
<input type="checkbox"/> Linkages to community services		
<input type="checkbox"/> Transportation		
<input type="checkbox"/> Child/Dependent Care		
<input type="checkbox"/> Housing		
<input type="checkbox"/> Needs-related payments		
<input type="checkbox"/> Educational testing		
<input type="checkbox"/> Reasonable accommodations (persons with disabilities)		
<input type="checkbox"/> Legal aid services		
<input type="checkbox"/> Referrals to health care		
<input type="checkbox"/> Uniforms or work-related attire/tools		
<input type="checkbox"/> Books and school supplies (post-secondary student)		
<input type="checkbox"/> Employment/training fees		

PARTICIPANT/CAREER PLANNER SIGNATURES AND DATES (Refer to Electronic Signature Instructions, if needed)

Updated: _____
Participant Initials Career Planner Initials

I, _____, took part in completing/developing this Individual Employment Plan (IEP) with _____
(Participant's Name)
my Career Planner. I have reviewed the initial assessment and IEP with my Career Planner and
understand and support the recommended goals, outcomes and/or planned services. I understand
that the information will be used as a guide in designing program services and activities during my
participation in the program.

1. To immediately notify my Career Planner if I change my address, phone number, or email address;
2. To maintain regular communication with my Career Planner (at least once per month);
3. To update my Career Planner of any changes in my employment/education status; and submit appropriate documents (such as paystub, certificates, etc.);
4. To participate in 12 months of follow-up services and activities such as: employment retention; counseling; wage progression; referrals to supportive services; and, referrals to partner agencies.

(Refer to Electronic Signature Instructions, if needed)

INDIVIDUAL EMPLOYMENT PLAN (IEP)

Individual Employment Plan Update		
Date	IEP Review/Update	Participant and Case Manager Initials

EXIT & POST EXIT FOLLOW-UP SERVICES

Date of Closure/Exit:

Closed/Exited with Employment: ☐ Yes ☐ No

Global Exclusion: ☐ Yes ☐ No Reason for Exclusion:

Post-Exit Follow-up Services

Date	Service	Results

Attachment III: Electronic Signature Instructions

Service Provider Set-Up

1. In the Word document, place your pointer where you want to create a signature line.
2. On the Insert tab, in the Text group, click the Signature Line list, and then click Microsoft Office Signature Line.
3. In the Signature Setup dialog box, type information that will appear beneath the signature line:
 - Suggested signer: the signer's full name
 - Suggested signer's title: the signer's title, if any.
 - Suggested signer's e-mail address: the signer's e-mail address, if needed.
 - Instructions to the signer: add instructions for the signer, such as "Before signing the document, verify that the content is correct."
4. Select one or both of the following check boxes:
 - Allow the signer to add comments in the Sign dialog box
 - Show sign date in signature line - the date the document was signed will appear with the signature.
5. Repeat for additional signature lines.
6. A signature message bar will remain until the document is signed.
7. If the document will be printed up and not electronically signed, follow steps 1-5 above to add the signature lines and then save and print for the participant.

Participant

1. In the file, right-click the signature line. (If the file opens in protected view, click "edit anyway" if the file is from a reliable source)
2. From the menu, select Sign.
 - To add a printed version of your signature, type your name in the box next to the X.
 - To select an image of your written signature, click Select Image. In the Select Signature Image dialog box, find the location of your signature image file, select the file that you want, and then click Select.
 - To add a handwritten signature (Tablet PC users only), sign your name in the box next to the X by using the inking feature.
3. Click Sign.

Attachment III: Electronic Signature Instructions

4. The Signatures button appears at the bottom of the document or worksheet.



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OC Community Resources

[Date]

To: WIOA Subrecipients of the Orange County
Workforce Development Area

From: Carma Lacy
Director of Workforce Development

Subject: WIOA Youth Initial Assessment & Individual Service
Plan (ISP) Policy
Information Notice No. 21-OCWDB-XX
Supersedes Information Notice No. 15-OCWDA-04

PURPOSE

The purpose of this policy is to provide guidance on completion of the initial assessment and Individual Service Plan (ISP) for youth WIOA participants.

REFERENCES

- Workforce Innovation and Opportunity Act of 2014 (Public Law 113-128), Sections 116(b)(2)(A)(ii), 129
- 20 CFR 681.320
- Workforce Services Directive WSD17-07, *WIOA Youth Program Requirements* (January 16, 2018)

EFFECTIVE DATE

This policy is effective immediately upon issuance.

BACKGROUND

The WIOA requires that funds allocated for eligible youth shall be used to carry out programs that develop an Individual Service Plan (ISP) for each youth participant. The ISP is a holistic, ongoing process and should provide valuable information to best guide the participant towards education and employment goals that are directly linked to one or more performance indicators. The ISP is to include:

1. Appropriate career pathways
2. Education and employment goals
3. Identification of participant's strengths
4. Results of the objective assessment
5. Achievement objectives
6. Planned services



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Policy and Procedures

All service providers will complete the initial assessment. The results of assessment must be explained to the youth and analyzed to provide guidance in determining action steps and services to be included in the Individual Service Plan (ISP).

1. Service Provider shall ensure that the Initial Assessment (Attachment I) and ISP (Attachment II) are jointly developed by the participant and case manager and reviewed by the program coordinator.
2. Services Providers are to use any of the following assessment tools when completing the initial assessment: Test of Adult Basic Education (TABE), Comprehensive Adult Student Assessment Systems (CASAS), Basic English Skills Test (BEST), or Massachusetts Adult Proficiency Test (MAPT). ACT WorkKeys, will be used for enrollment requirements only and is not intended to measure Educational Functioning Levels (EFL) for performance. Service Providers may use previous basic skills assessment results if such previous assessments have been conducted within the past six months.
3. Service Provider is to reviewed ISP on a regular basis, but at a minimum of every month. Regular updating includes the review and documentation of participant's progress, completion of activities, goal/benchmarks attainment, changes/updates related to the initial assessment, and all other accomplishments.
4. Activity Code 413 (Develop Individual Service Plan) shall be coded in CalJOBS.
5. Completion of the initial assessment, ISP, and any ISP updates shall be appropriately documented in the case notes.
6. A copy of the completed (or updated) and signed ISP shall be given to the participant and uploaded into CalJOBS.
7. Any medical information pertinent to the initial assessment and ISP is to be collected and stored in a separate, confidential file according to Information Notice 17-OCDB-07 Personally Identifiable Information.
8. If Service Provider measures Educational Functioning Level (EFL) gains after program enrollment under the measurable skills gain indicator, a Department of Education's National Reporting System (NRS) approved assessment must be used for both the EFL pre and post-test to determine a youth's educational functioning level.
9. ISP must be reviewed with the participant to ensure the ISP is effectively addressing the needs of the participant. All initial and updated ISPs must be signed and dated each time anything is added to the plan by both the participant and the staff helping them to complete it.
10. The initial assessment and ISP can be set up to allow for the participant to provide an electronic signature. Refer to Attachment III for the Electronic Signature Instructions.

ACTION

Bring this policy to the attention of all staff and all relevant parties.

INQUIRIES

If you have any questions regarding this policy, please contact your Contract Administrator at 714-480-6500.

ATTACHMENTS

Attachment I: Youth Initial Assessment Template

Attachment II: Youth Individual Service Plan Template

Attachment III: Electronic Signature Instructions



Orange County Workforce Development Board WIOA Youth – Initial Assessment

PARTICIPANT NAME		CASE MANAGER	DATE	
Click or tap here to enter text.		Click or tap here to enter text.	Click or tap to enter a date.	
PARTICIPANT ADDRESS		EMAIL	PHONE	
Click or tap here to enter text.		Click or tap here to enter text.	Click or tap here to enter text.	
EDUCATION STATUS				
<input type="checkbox"/> In-School <input type="checkbox"/> Student, attending HS or less <input type="checkbox"/> Alternative School/K-12 HS Equivalency Program <input type="checkbox"/> Community College <input type="checkbox"/> University <input type="checkbox"/> Other:		<input type="checkbox"/> Out-of-School <input type="checkbox"/> HS Graduate with Diploma <input type="checkbox"/> GED <input type="checkbox"/> Drop-Out <input type="checkbox"/> Title II Adult Education/Youth Build/Job Corps		
Name of School:		Last School Attended: Click or tap here to enter text.		
WORK, INTERNSHIP & VOLUNTEER HISTORY				
From	To	Employer/Organization	Wage (if Applicable)	Position Title
Duties: Click or tap here to enter text.				
From	To	Employer/Organization	Wage (if Applicable)	Position Title
Duties: Click or tap here to enter text.				
From	To	Employer/Organization	Wage (if Applicable)	Position Title
Duties: Click or tap here to enter text.				

BARRIERS IDENTIFIED		
<input type="checkbox"/> Deficient in Basic Literacy Skills	<input type="checkbox"/> English Language Learner	<input type="checkbox"/> Parenting
<input type="checkbox"/> Deficient in Occupational Skills	<input type="checkbox"/> Gang Affiliated	<input type="checkbox"/> Substantial Cultural Barriers
<input type="checkbox"/> High School Dropout	<input type="checkbox"/> Homeless / Runaway	<input type="checkbox"/> Requires Additional Assistance
<input type="checkbox"/> Foster / Emancipated	<input type="checkbox"/> Justice-Involved	
Other Barriers to Goal Achievement: Click or tap here to enter text.		



Orange County Workforce Development Board WIOA Youth – Initial Assessment

BASIC SKILLS

Skill	Pre-Test Date	Post-Test Date	Post-Assessment Results

OCCUPATIONAL/CAREER INTERESTS

Self-Reported Interests

Click or tap here to enter text.

LABOR MARKET INFORMATION (LMI) & CAREER PATHWAYS

Conducted LMI research and attained knowledge of:

- | | |
|---------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| 1. <input type="checkbox"/> Yes <input type="checkbox"/> No Labor market trends | 3. <input type="checkbox"/> Yes <input type="checkbox"/> No Training/education requirements |
| 2. <input type="checkbox"/> Yes <input type="checkbox"/> No Required skills | 4. <input type="checkbox"/> Yes <input type="checkbox"/> No Wage match requirements and information |

Targeted Occupation

Click or tap here to enter text.

Industry Sector

Click or tap here to enter text.

Desired Occupation is In-Demand

☐ Yes ☐ No

Desired Industry Sector is a Priority Sector

☐ Yes ☐ No

Assessment Used

Click or tap here to enter text.

Date Assessment Completed

Click or tap to enter a date.

Planned Services Tied to Career Pathway Identified

Click or tap here to enter text.

NON-TRADITIONAL EMPLOYMENT

The US Department of Labor defines non-traditional occupations as jobs in which either men or women comprise 25% or less of a field of work.

- ☐ Orientation of non-traditional occupations completed on: _____
- ☐ Participant is interested in non-traditional occupation (identify): _____
- ☐ Participant is NOT interested in non-tradition occupation.
- ☐ Participant requested more information on (identify occupation): _____



Orange County Workforce Development Board WIOA Youth – Initial Assessment

PARTICIPANT/PARENT/CASE MANAGER SIGNATURES AND DATES

(Refer to Electronic Signature Instructions, if needed)



Orange County Workforce Development Board WIOA Youth – Individual Service Plan

Framework of an Individual Service Plan:

- Directly linked to one or more indicators of performance
- Based on the initial assessment
- Identifies a career pathway that includes education and employment goals

BRIEF ASSESSMENT OVERVIEW		
IDENTIFY PERSONAL, EDUCATIONAL, OCCUPATIONAL, FINANCIAL MEDICAL, CHILDCARE, TRANSPORTATION, HOUSING, FOOD		
STRENGTHS	CHALLENGES/BARRIERS	RESOURCES/REFERRALS

GOALS			
Goal Type	Short-Term Goal	Long-Term Goal	Performance Indicator(s) Goal is Linked To
<u>Educational</u>	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
<u>Occupational/Employment</u>	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
<u>Personal/Social</u>	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Updated: _____ Participant Initials _____ Case Manager Initials

Orange County Workforce Development Board WIOA Youth – Individual Service Plan

PROGRAM ELEMENTS NEEDED TO ACHIEVE GOAL Youth are required to have access to all 14 WIOA Youth program elements. Select elements based on needs identified on the participant's assessment. Service Providers: Add rows to the table for repeated activities				
IMPROVING EDUCATIONAL ACHIEVEMENT				
Needed?	Activity	Date Opened	Projected End Date	Actual End Date
<input type="checkbox"/>	Tutoring: Study skills training and instruction leading to secondary school completion, including dropout prevention. Action Steps: Click or tap here to enter text. Successful Completion: Yes <input type="checkbox"/> No <input type="checkbox"/> Comments:			
<input type="checkbox"/>	Alternative Secondary School Offerings Action Steps: Click or tap here to enter text. Successful Completion: Yes <input type="checkbox"/> No <input type="checkbox"/> Comments:			
<input type="checkbox"/>	Activities that help youth prepare for transition to postsecondary education and training. Action Steps: Click or tap here to enter text. Successful Completion: Yes <input type="checkbox"/> No <input type="checkbox"/> Comments: Click or tap here to enter text.			
PREPARING FOR AND SUCCEEDING IN EMPLOYMENT				
Needed?	Activity	Date Opened	Projected End Date	Actual End Date
<input type="checkbox"/>	Paid and unpaid work experience with academic and occupational education. Action Steps: Click or tap here to enter text. Successful Completion: Yes <input type="checkbox"/> No <input type="checkbox"/> Comments: Click or tap here to enter text.			
<input type="checkbox"/>	Labor market and employment information including career awareness, counseling, and exploration. Action Steps: Click or tap here to enter text. Successful Completion: Yes <input type="checkbox"/> No <input type="checkbox"/> Comments: Click or tap here to enter text.			
<input type="checkbox"/>	Education offered concurrently with workforce preparation and training for a specific occupation. Action Steps: Click or tap here to enter text. Successful Completion: Yes <input type="checkbox"/> No <input type="checkbox"/> Comments: Click or tap here to enter text.			
<input checked="" type="checkbox"/>	Entrepreneurial skills training Action Steps: Click or tap here to enter text.			

Orange County Workforce Development Board

WIOA Youth – Individual Service Plan

	Successful Completion: Yes <input type="checkbox"/> No <input type="checkbox"/> Comments:			
SUPPORTING YOUTH				
Needed?	Activity	Date Opened	Projected End Date	Actual End Date
<input type="checkbox"/>	Supportive Services <div style="display: flex; justify-content: space-between;"> <div>Linkages to community services</div> <div>Yes <input type="checkbox"/> No <input type="checkbox"/></div> </div> <div style="display: flex; justify-content: space-between;"> <div>Transportation</div> <div>Yes <input type="checkbox"/> No <input type="checkbox"/></div> </div> <div style="display: flex; justify-content: space-between;"> <div>Child/Dependent Care</div> <div>Yes <input type="checkbox"/> No <input type="checkbox"/></div> </div> <div style="display: flex; justify-content: space-between;"> <div>Housing</div> <div>Yes <input type="checkbox"/> No <input type="checkbox"/></div> </div> <div style="display: flex; justify-content: space-between;"> <div>Needs-related payments</div> <div>Yes <input type="checkbox"/> No <input type="checkbox"/></div> </div> <div style="display: flex; justify-content: space-between;"> <div>Educational testing</div> <div>Yes <input type="checkbox"/> No <input type="checkbox"/></div> </div> <div style="display: flex; justify-content: space-between;"> <div>Reasonable accommodations</div> <div>Yes <input type="checkbox"/> No <input type="checkbox"/></div> </div> <div style="display: flex; justify-content: space-between;"> <div>Legal aid services</div> <div>Yes <input type="checkbox"/> No <input type="checkbox"/></div> </div> <div style="display: flex; justify-content: space-between;"> <div>Referrals to health care</div> <div>Yes <input type="checkbox"/> No <input type="checkbox"/></div> </div> <div style="display: flex; justify-content: space-between;"> <div>Uniforms or work-related attire/tools</div> <div>Yes <input type="checkbox"/> No <input type="checkbox"/></div> </div> <div style="display: flex; justify-content: space-between;"> <div>Books and school supplies (post-secondary student)</div> <div>Yes <input type="checkbox"/> No <input type="checkbox"/></div> </div> <div style="display: flex; justify-content: space-between;"> <div>Employment/training fees</div> <div>Yes <input type="checkbox"/> No <input type="checkbox"/></div> </div> Comments: Click or tap here to enter text.			
<input type="checkbox"/>	Adult Mentoring Action Steps: Click or tap here to enter text. Successful Completion: Yes <input type="checkbox"/> No <input type="checkbox"/> Comments: Click or tap here to enter text.			
<input type="checkbox"/>	Comprehensive guidance and counseling (may include drug & alcohol abuse counseling and referral). Action Steps: Click or tap here to enter text. Successful Completion: Yes <input type="checkbox"/> No <input type="checkbox"/>			
DEVELOPING THE POTENTIAL OF YOUNG PEOPLE AS CITIZENS AND LEADERS				
Needed?	Activity	Date Opened	Projected End Date	Actual End Date
<input type="checkbox"/>	Leadership development opportunity/opportunities to develop social behaviors, other soft skills, and leadership opportunities. Action Steps: Click or tap here to enter text. Successful Completion: Yes <input type="checkbox"/> No <input type="checkbox"/> Comments: Click or tap here to enter text.			
<input type="checkbox"/>	Financial Literacy Action Steps: Click or tap here to enter text. Successful Completion: Yes <input type="checkbox"/> No <input type="checkbox"/> Comments: Click or tap here to enter text.			

Orange County Workforce Development Board

WIOA Youth – Individual Service Plan

RATIONALE FOR ENROLLMENT INTO TRAINING SERVICES

(Rationale shall be clear in explaining why the youth is in need of training and how this training will assist the youth with attaining employment)

Please provide responses to the following questions:

1. Before receiving training services is the individual determined appropriate for training services based upon standardized tests, interviews, inventory of applicants' fields of interests, skills assessments, career exploration, available labor market information, and other data collected that is relevant to the type of training the individual is applying for? ☐ Yes ☐ No
2. Did assessment determine the individual is unlikely to obtain or retain employment? ☐ Yes ☐ No
3. Did assessment determine the individual needs training to obtain or retain employment? ☐ Yes ☐ No
4. Did assessment determine the individual has the skills and qualifications to successfully participate in training? ☐ Yes ☐ No
5. Did assessment determine the individual is a member of the priority population? ☐ Yes ☐ No
6. Does the file justify the need for training? ☐ Yes ☐ No
7. Will the training result in a credential/certificate that will lead to employment in a demand occupation? ☐ Yes ☐ No
8. Is the individual considered to be a dependent? ☐ Yes ☐ No
9. Is the individual/family self-sufficient? ☐ Yes ☐ No

Rationale:

Click or tap here to enter text.

TRAINING SERVICE PLAN	START DATE	ESTIMATED END DATE	ACTUAL END DATE	RESULTS

Updated: _____
Participant Initials Case Manager Initials

Orange County Workforce Development Board

WIOA Youth – Individual Service Plan

ISP & PROGRAM AGREEMENT

I, _____, took part in completing/developing this Individual Service Plan (ISP) with my Case Manager. I have reviewed the initial assessment with my Case Manager and understand and support the recommended goals, outcomes and/or planned services. I understand that the information will be used as a guide in designing program services and activities during my participation in the program. As a participant of the Ready SET OC WIOA Youth Program, I was made aware of and agree to the following:

1. To immediately notify my Case Manager if I change my address, phone number, or email address;
2. To maintain regular communication with my Case Manager (at least once per month);
3. To update my Case Manager of any changes in my employment/education status; and submit appropriate documents (such as diploma, paystub, certificates, etc.);
4. To participate in 12 months of additional services and activities such as: guidance and counseling; educational opportunities; supportive services; referrals to partner agencies; tutoring; and, work experience. These services and activities will help me retain employment, continue my education or obtain a degree/certificate.

 Participant (Print Name/Signature)

 Date

 Parent – if Participant is a Minor (Print Name/Signature)

 Date

 Case Manager (Print Name/Signature)

 Date

Orange County Workforce Development Board WIOA Youth – Individual Service Plan

Individual Service Plan Update		
Date	ISP Review/ Update	Youth and Case Manager Initials

EXIT & POST EXIT FOLLOW-UP SERVICES

Date of Closure/Exit: Click or tap to enter a date.

Participant closed/exited with the following:

- ☐ Entered Employment/Education/Training
- ☐ Attainment of Credential (including HS diploma, GED, vocational certificate)
- ☐ Measurable Skills Gain
- ☐ Exemption from Common Measures

Reason for Exemption: _____

Post-Exit Follow-up Services

Date	Service

Attachment III: Electronic Signature Instructions

Service Provider Set-Up

1. In the Word document, place your pointer where you want to create a signature line.
2. On the Insert tab, in the Text group, click the Signature Line list, and then click Microsoft Office Signature Line.
3. In the Signature Setup dialog box, type information that will appear beneath the signature line:
 - Suggested signer: the signer's full name
 - Suggested signer's title: the signer's title, if any.
 - Suggested signer's e-mail address: the signer's e-mail address, if needed.
 - Instructions to the signer: add instructions for the signer, such as "Before signing the document, verify that the content is correct."
4. Select one or both of the following check boxes:
 - Allow the signer to add comments in the Sign dialog box
 - Show sign date in signature line - the date the document was signed will appear with the signature.
5. Repeat for additional signature lines.
6. A signature message bar will remain until the document is signed.
7. If the document will be printed up and not electronically signed, follow steps 1-5 above to add the signature lines and then save and print for the participant.

Participant

1. In the file, right-click the signature line. (If the file opens in protected view, click "edit anyway" if the file is from a reliable source)
2. From the menu, select Sign.
 - To add a printed version of your signature, type your name in the box next to the X.
 - To select an image of your written signature, click Select Image. In the Select Signature Image dialog box, find the location of your signature image file, select the file that you want, and then click Select.
 - To add a handwritten signature (Tablet PC users only), sign your name in the box next to the X by using the inking feature.
3. Click Sign.

OC REGIONAL AND UNIFIED LOCAL PLANS PROGRAM YEARS 2021-24

BACKGROUND:

Regional Plans and partnerships are required by the Workforce Innovation and Opportunity Act (WIOA) function under California's Unified Strategic Workforce Development Plan (State Plan). The purpose of the State Plan, in collaboration with WIOA partners and local boards, is to move toward the shared vision of creating a comprehensive system that impacts poverty, promotes income mobility, and embeds equity as a cornerstone of service-delivery. Every four years, each Regional Planning Unit (RPU) and local board must submit a Regional and Local Plan to the California Workforce Development Board (State Board). The State Board released final guidance for PY 21-24 Regional and Local Plans on January 29, 2021.

As required by the State Board, the OC Regional and Local Plan continues to require partnerships and stakeholder engagement that promote and provide a coordinated service delivery to advance higher employment opportunities for special populations including reentry and justice-involved; CalFresh Employment and Training (E&T) recipients; underemployed, unemployed, and payment-delinquent non-custodial parents; English Language Learners (ELL), Foreign Born and Refugees; and individuals with intellectual disabilities and developmental disabilities (ID/DD). The OC Region and partners will continue to develop these partnerships to deliver a coordinated service approach that transitions special populations in the region from unemployed and underemployed into sustainable, livable wage jobs and careers.

In alignment with the California State Plan, the OC Regional and Unified Local Plans focus on the development of partnerships to create a coordinated services delivery approach to target populations, including individuals with barriers to employment, and hard to serve populations. In order to develop a Regional Plan that represents all the moving parts involved in the workforce system, the Anaheim Workforce Development, Orange County Workforce Development Board, and Santa Ana Workforce Development Board (OC Region) proactively engaged leadership of key partners identified in the Regional Plan through a series of community stakeholder engagement sessions. The OC Region collectively approached leaders and decision makers as one workforce system. For this reason, the OC Region also collaborated on the Local Plan to develop a Unified Local Plan.

RECOMMENDATION:

1. Approve the Orange County Regional and Unified Local Plan PY 2021-2024 and allow staff to make non-substantive changes as required.
2. Authorize staff to release the Orange County Regional and Unified Local Plans for 30-day public comment period.

3. Authorize the Chair of the Orange County Workforce Development Board to sign all documents required by the California Workforce Development Board and the State of California Employment Development Department necessary for the submission of the Orange County Regional and the Local Plans.
4. Authorize staff to submit the Orange County Regional and Local Plans for approval by the Orange County Board of Supervisors.

ATTACHMENTS:

1. 2021-2024 Orange County Regional Plan
2. 2021-2024 Orange County Workforce Development Board, Anaheim Workforce Development Board, and Santa Ana Workforce Development Board Unified Local Plan.

Item #7– Fiscal Year 2021-22 Program Funding

Background:

The Workforce Innovation and Opportunity Act (WIOA), provides an extraordinary opportunity to improve job and career options for our nation's workers and job seekers through an integrated, job-driven public workforce system that links diverse talent to businesses. WIOA supports the development of strong, vibrant regional economies where businesses thrive, and people want to live and work. This revitalized workforce system will be characterized by three critical hallmarks of excellence:

- (1) The needs of business and workers drive workforce solutions.
- (2) One-Stop centers provide excellent customer service to workers, job seekers, and employers, and focus on continuous improvement.
- (3) The workforce system supports strong regional economies and plays an active role in community, economic, and workforce development.

The United States Department of Labor (DOL) awards states annual allocations by formula for the WIOA Title I programs—Adult, DW, and Youth—and the states, in turn, distribute, by formula, allocations to the local areas for the three programs for the provision of employment, education, and training services.

As a requirement of WIOA, the Orange County Workforce Development Board (OCWDB) in partnership with the County has a federal mandate to be the lead for workforce development planning and to arrange for a system of service delivery that meets the workforce needs of businesses and the public alike for the Orange County Workforce Area. In meeting its core responsibilities as a local workforce area, the OCWDB is responsible for successful performance, sustained fiscal integrity and engaging in the regional planning process as described in WIOA Section 106 (c) (1).

To ensure successful local performance and sustained fiscal integrity the OCWDB in partnership with the County shall establish an annual budget that identifies the amount of funding that will be made available to the local workforce area. Funding is contingent on federal, state and local awards and may be budgeted based on percentage of the award. OCWDB in partnership with the County shall follow the established methods for the procurement of goods and services obtained with WIOA funds and sets forth the requirements provided by the Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Final Rule Title 2 of the Code of Federal Regulations; 2 CFR 200. In addition, during the competitive selection of Service Providers they must demonstrate the ability to successfully perform contracted services. WIOA Sec. 184(a)(3)(A) requires each State (including the Governor of the State), local area (including the chief elected official for the area), and provider receiving funds under WIOA comply with the appropriate uniform administrative requirements for grants and agreements applicable for the type of entity receiving the funds, as promulgated in circulars or rules of the Office of Management and Budget (OMB).

Item #7– Fiscal Year 2021-22 Program Funding

Recommendation:

1. Approve Orange County Workforce Development Board Resolution 01-21

Attachments:

1. Orange County Workforce Development Board Resolution 01-21
2. WIOA FORMULA ALLOCATIONS – Fiscal Year 2020-21
3. WIOA FORMULA ALLOCATIONS – PY19-20 Second Revision

**Orange County Workforce Development Board Resolution #01-21
Approval of the Program Year 2021-22 Budget**

WHEREAS, WIOA § 107 (12) (A) states the following:

“BUDGET AND ADMINISTRATION –

1. BUDGET. - The local board shall develop a budget for the activities of the local board in the local area, consistent with the local plan and the duties of the local board under this section, subject to the approval of the chief elected official.”

Alternatively, proposed WIOA regulation §679.370 (o) states the following:

“Develop a budget for the activities of the Local Board, with approval of the chief elected official and consistent with the local plan and the duties of the Local Board.”

WHEREAS, the State of California Employment Development Department has not released an Information Notice for WIOA Title I Formula Fund Allocation for Program Year 2021-22 (July 1, 2021, through June 30, 2022). These allocations (Adult, Youth, Dislocated Worker (DW), Rapid Response and Lay-off Aversion) are based on the allotments issued by the U.S. Department of Labor (DOL), to the states per Training and Employment Guidance Letter; and

WHEREAS, the total amount of funding available to the Orange County Workforce Area is contingent upon the receipt of federal and state funding. The Orange County Workforce Development Board (OCWDB) shall authorize Orange County Community Services / Community Investment Division to allocate the Program Year 2021 through 2022 funding awards as follows:

WIOA Adult, Dislocated Worker, and Youth Formula Funding

- No less than 15% of WIOA Adult, Dislocated Worker, and Youth Formula Funding Awarded Shall Be Allocated Towards Direct Program Staff Costs
- No less than 75% of WIOA Adult, Dislocated Worker, and Youth Formula Funding Received Shall Be Awarded to a Service Provider for Direct Services for Jobseekers
- No more than 10% of WIOA Adult, Dislocated Worker, and Youth Formula Funding Awarded shall be used towards administrative Cost
- No less than 30% of the WIOA Adult, Dislocated Worker Formula Funding Awarded to a Service Provider shall be used on training
- No less than 10% of the WIOA Adult, Dislocated Worker Formula Funding Awarded to a Service Provider shall be used on Adult Work Experience or Transitional Jobs
- No less than 10% of the WIOA Adult, Dislocated Worker Formula Funding Awarded to a Service Provider shall be used on Upskilling Under Employed Adults and Dislocated Workers

WIOA In-School Youth & Out of School Formula Funding

- No less than 25% of the total WIOA Youth Formula Funding Awarded to a Service Provider shall be used on In-School Youth Services
- No less than 75% of the total WIOA Youth Formula Funding Awarded to a Service Provider shall be used on Out-of-School Youth Services
- No less than 30% of the total WIOA Youth Formula Funding Awarded to a Service Provider shall be used on Youth Work Experience

WIOA Rapid Response & Layoff Aversion Funding

- OCWDB Staff/Community Investment Division shall administer all local rapid response and layoff aversion programs in accordance with 20 CFR 682.320, 20 CFR 682.330, 20 CFR 682.340, et al.
- No less than 15% of WIOA Rapid Response and Layoff Aversion Formula Funding Awarded Shall Be Allocated Towards Direct Program Staff Costs
- No less than 75% of the total WIOA Rapid Response and Layoff Aversion Formula Funding shall be used to provide direct program support to Orange County businesses
- No less than 10% of the total WIOA Rapid Response and Layoff Aversion Formula Funding shall be used for the administrative cost(s)

NEG / DW Special Grants

- No less than 75% of National Emergency Grant and Dislocated Worker Grant Funding Received Shall Be Allocated for Direct Services for Jobseekers. Program services may be awarded to a Service Provider or Administered by OCWDB Staff/Community Investment Division
- No less than 75% of Special Grant Funding Received Shall Be Allocated for Direct Services for Jobseekers

Orange County Regional Grants

- OCWDB Staff/ Community Investment Division shall serve as the fiscal agent and regional lead for the purpose of regional grants
- In accordance with WIOA and Directive of EDD, the three workforce boards are required to partner with Santa Ana Workforce Development Board and Anaheim Workforce Development Board to support regional activities. Local regional funding allocations are determined based on the three workforce boards mutually agreeing on the level of responsibilities associated with each project and program activities. OCWDB in partnerships OCCR/CID enters contracts with Santa Ana and Anaheim workforce boards to facilitate regional program activities

Orange County Special Projects (Non-WIOA funding Sources)

- No less than 15% of Orange County Special Projects Funding Awarded Shall Be Allocated Towards Direct Program Staff Costs
- No less than 75% of Orange County Special Projects Funding Received Shall Be Awarded to a Service Provider or OCWDB Staff/ Community Investment Division for Direct Services for the target population

- No more than 10% of Orange County Special Projects Funding Awarded shall be used towards administrative Cost

NOW, THEREFORE, IT BE RESOLVED that the Orange County Workforce Development Board takes action as follows:

1. Approves the recommended budget for WIOA Title I Formula Fund Allocations and Special Grants for Program Year 2021-22 (July 1, 2021, through June 30, 2022).
2. Authorizes the OCWDB/County Staff to enter into negotiations and renew a cost-reimbursement plus performance payment contract with America Works as the WIOA One-Stop Operator Service Provider for the period of July 1, 2021, through June 30, 2022. OCWDB/County Staff shall develop a contract based on funding availability, service provider performance, and ability to expend funding during the program period. Contract amounts may be reduced or increased based on performance and local needs. The Service Provider has demonstrated knowledge and experience in delivering WIOA One-Stop Operator Services as requested in the RFP and was properly procured through a competitive procurement process free from error and in accordance with WIOA sec 107 (g) for final submission to the Orange County Board of Supervisors for approval. If negotiations do not yield a contract, authorize staff to negotiate with other fundable provider(s).
3. Authorizes the OCWDB/County Staff to enter into negotiations and renew a cost-reimbursement contract with Managed Care Solutions (MCS) as the WIOA Title I Career Services Adult & Dislocated Worker Service Provider for the period of July 1, 2021, through June 30, 2022. OCWDB/County Staff shall develop a contract based on funding availability, service provider performance, and ability to expend funding during the program period. Contract amounts may be reduced or increased based on performance and local needs. The Service Provider has demonstrated knowledge and experience in delivering WIOA One-Stop Operator Services as requested in the RFP and was properly procured through a competitive procurement process free from error and in accordance with WIOA sec 107 (g) for final submission to the Orange County Board of Supervisors for approval. If negotiations do not yield a contract, authorize staff to negotiate with other fundable provider(s).
4. Authorizes the OCWDB/County Staff to enter into negotiations and renew a cost-reimbursement contract with the City of La Habra as the WIOA Title I Career Services Youth In-School and Out-of-School Service Provider for the period of July 1, 2021, through June 30, 2022. OCWDB/County Staff shall develop a contract based on funding availability, service provider performance, and ability to expend funding during the program period. Contract amounts may be reduced or increased based on performance and local needs. The Service Provider has demonstrated knowledge and experience in delivering WIOA One-Stop Operator Services as requested in the RFP and was properly procured through a

competitive procurement process free from error and in accordance with WIOA sec 107 (g) for final submission to the Orange County Board of Supervisors for approval. If negotiations do not yield a contract, authorize staff to negotiate with other fundable provider(s).

5. Authorizes the OCWDB/County Staff to provide direct WIOA Rapid Response Services, Layoff Aversion Services, and Business Services (Business Solutions) in accordance with 20 CFR 678.430, 20 CFR 678.435, 20 CFR 678.440, 20 CFR 682.320, 20 CFR 682.330, 20 CFR 682.340, et al.
6. Authorizes the OCWDB/County Staff to enter into negotiations for a cost-reimbursement contract(s) with a Service Provider(s) who has demonstrated knowledge and experience in successfully delivering WIOA National Emergency Grant (NEG) and Dislocated Worker Grant Program Services. In response to COVID-19 and through an Emergency Procurement Process free from error for final submission to the Orange County Board of Supervisors for approval. Service Provider(s) shall demonstrate past experience in delivering workforce training and supports to assist in serving those that are considered to be long-term unemployed, dislocated workers, employers who have been affected by COVID-19 and job seekers in the area in need of assistance in order to return to work. If negotiations do not yield a contract, authorize staff to negotiate with other fundable provider(s).
7. Authorizes the OCWDB/County Staff to enter into negotiations for a cost-reimbursement contract(s) with the City of Santa Ana/Santa Ana Workforce Development Board and City of Anaheim/Anaheim Workforce Development Board to deliver Orange County Regional Grants for the period of July 1, 2021, through June 30, 2022.
8. Authorizes the OCWDB/County Staff to enter into negotiations for a cost-reimbursement contract(s) with Service Provider(s) who has demonstrated knowledge and experience in successfully delivering Orange County Regional Program Services for the period of July 1, 2021, through June 30, 2022.
9. Authorizes the OCWDB/County Staff to enter into negotiations for a cost-reimbursement contract(s) with a Service Provider(s) who has demonstrated knowledge and experience in successfully delivering Orange County Special Grants Program Services using non-WIOA funding sources for the period of July 1, 2021, through June 30, 2022. OCWDB/County Staff shall develop a contract based on funding availability, service provider performance, and ability to expend funding during the program period. Contract amounts may be reduced or increased based on performance and local needs. The Service Provider shall demonstrate knowledge and experience in delivering Program Services as requested using an Orange County Procurement method through a procurement process free from error and in accordance with federal, state, and local standards for final submission to the Orange County Board of Supervisors.



INFORMATION NOTICE

Date: May 14, 2020 Number: WSIN19-45

Expiration Date: 05/15/2022



WIOA FORMULA ALLOCATIONS – PY 20-21

The *Workforce Innovation and Opportunity Act* (WIOA) Title I formula fund allocations for each Local Workforce Development Area (Local Area), for Program Year (PY) 2020-21, have been released. These allocations (Adult, Youth, and Dislocated Worker (DW)) are based on the allotments issued by the U.S. Department of Labor (DOL), to the states per [Training and Employment Guidance Letter 16-19](#), dated April 23, 2020.

The WIOA prescribes a specific method to calculate sub-state hold harmless levels for DW Program funds. As a result, there is an alignment in the WIOA hold harmless provisions across the Youth, Adult, and DW programs. These hold harmless provisions were established to help mitigate year-to-year volatility in funding levels. Under the WIOA, hold harmless provisions ensure that each area receives no less than 90 percent of their average percentage share from the two prior years. The local areas that receive more than 100 percent of their average percentage share from the previous two years will be proportionately reduced by the amount of total funding necessary to ensure that all local areas receive at least 90 percent of their average percentage share from the two prior years.

Please be aware that this notice is being issued for planning and budgeting purposes only because the state has not yet received the federal Notice of Award (NOA) for any of the funding streams. Once the NOA has been received, Youth allocations will be released to Local Areas immediately. Youth allotments to the states will be issued in one sum with an effective date of April 1, 2020, under the grant code 301. The Adult and DW allocations will be released as soon as we receive federal and state spending authority for these funds.

The allotment to California and the amounts available for the formula allocation to the local areas are listed below. Attachment 1 reflects the total amount local areas will receive for each of the funding streams during the PY 20-21. Additionally, Attachment 2 provides a breakdown of how each of the three funding streams are allocated.

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

PY 20-21 Federal Allotment & Available Formula Allocation

PY 20-21 Title I	Total Federal Allotment	Amount Available for Formula Allocation
Youth Program	\$134,926,913	\$114,687,877
Adult Program	\$129,604,863	\$110,164,134
Dislocated Worker Program	\$142,073,567	\$85,244,141
Total	\$406,605,343	\$310,096,152

If you have any questions, please contact the Financial Management Unit at WSBFinancialManagementUnit@edd.ca.gov.

/s/ JAIME L. GUTIERREZ, Chief
Central Office Workforce Services Division

Attachments are available on the internet:

1. [Youth, Adult, and Dislocated Worker Allotments \(XSLX\)](#)
2. [WIOA Funding SFY 20-21 \(XLSX\)](#)

**Workforce Innovation and Opportunity Act
Youth, Adult, and Dislocated Worker Program Activities Allocations
Program Year 2020-21**

Display Name	Round 1			Round 2		Grand Total
	Youth	Adult	Dislocated Worker	Adult	Dislocated Worker	
Alameda	\$1,431,220	\$225,359	\$323,167	\$1,124,552	\$1,446,547	\$4,550,845
Anaheim City	\$687,133	\$110,688	\$99,248	\$552,336	\$444,250	\$1,893,655
Contra Costa	\$1,359,201	\$220,658	\$295,905	\$1,101,094	\$1,324,520	\$4,301,378
Foothill	\$501,323	\$86,586	\$91,830	\$432,066	\$411,044	\$1,522,849
Fresno	\$7,134,064	\$1,137,532	\$784,636	\$5,676,336	\$3,512,156	\$18,244,724
Golden Sierra	\$794,045	\$130,117	\$173,497	\$649,290	\$776,599	\$2,523,548
Humboldt	\$311,324	\$44,749	\$43,433	\$223,299	\$194,412	\$817,217
Imperial	\$3,573,342	\$585,084	\$417,248	\$2,919,594	\$1,867,667	\$9,362,935
Kern, Inyo, and Mono	\$6,771,532	\$1,092,408	\$743,565	\$5,451,165	\$3,328,317	\$17,386,987
Kings	\$981,804	\$176,038	\$110,893	\$878,437	\$496,376	\$2,643,548
Long Beach/Pacific Gateway	\$1,877,699	\$288,902	\$177,553	\$1,441,635	\$794,755	\$4,580,544
Los Angeles City	\$13,515,456	\$2,201,132	\$1,489,399	\$10,983,766	\$6,666,796	\$34,856,549
Los Angeles County	\$11,879,473	\$1,890,998	\$1,284,982	\$9,436,164	\$5,751,785	\$30,243,402
Madera	\$936,517	\$154,516	\$101,352	\$771,041	\$453,669	\$2,417,095
Merced	\$2,165,502	\$339,210	\$227,943	\$1,692,671	\$1,020,309	\$5,445,635
Mother Lode	\$348,703	\$67,387	\$58,751	\$336,263	\$262,981	\$1,074,085
Monterey	\$2,526,923	\$415,309	\$362,237	\$2,072,410	\$1,621,430	\$6,998,309
North Bay	\$820,510	\$143,091	\$167,877	\$714,030	\$751,444	\$2,596,952
North Central Counties Consortium	\$1,578,194	\$254,708	\$186,484	\$1,271,003	\$834,730	\$4,125,119
NoRTEC	\$2,707,849	\$450,718	\$332,286	\$2,249,103	\$1,487,367	\$7,227,323
NOVA	\$1,241,288	\$210,173	\$293,056	\$1,048,771	\$1,311,766	\$4,105,054
Oakland City	\$1,147,835	\$192,165	\$154,092	\$958,913	\$689,740	\$3,142,745
Orange	\$2,626,429	\$408,638	\$667,583	\$2,039,121	\$2,988,208	\$8,729,979
Richmond City	\$301,205	\$52,809	\$39,031	\$263,518	\$174,707	\$831,270
Riverside	\$6,470,699	\$1,027,658	\$969,580	\$5,128,059	\$4,339,994	\$17,935,990
Sacramento	\$3,530,244	\$569,971	\$535,544	\$2,844,183	\$2,397,182	\$9,877,124
Santa Ana City	\$828,120	\$135,838	\$81,518	\$677,840	\$364,886	\$2,088,202
Santa Barbara	\$1,339,117	\$161,925	\$171,227	\$808,015	\$766,439	\$3,246,723
San Benito	\$236,297	\$38,027	\$37,332	\$189,754	\$167,105	\$668,515
San Bernardino	\$5,654,633	\$896,733	\$746,749	\$4,474,738	\$3,342,567	\$15,115,420
South Bay	\$1,427,301	\$244,536	\$244,037	\$1,220,246	\$1,092,348	\$4,228,468
Santa Cruz	\$1,149,800	\$168,372	\$160,667	\$840,185	\$719,173	\$3,038,197
San Diego	\$6,189,744	\$969,615	\$1,010,031	\$4,838,421	\$4,521,063	\$17,528,874
SELACO	\$1,087,167	\$169,943	\$169,449	\$848,025	\$758,479	\$3,033,063
San Francisco	\$1,038,078	\$191,916	\$268,592	\$957,669	\$1,202,260	\$3,658,515
San Joaquin	\$3,660,249	\$585,357	\$432,238	\$2,920,960	\$1,934,767	\$9,533,571
San Jose - Silicon Valley	\$1,981,610	\$313,687	\$356,527	\$1,565,312	\$1,595,873	\$5,813,009
San Luis Obispo	\$532,711	\$68,577	\$68,874	\$342,200	\$308,291	\$1,320,653
Solano	\$982,411	\$169,890	\$167,529	\$847,760	\$749,885	\$2,917,475
Sonoma	\$756,936	\$119,549	\$132,331	\$596,553	\$592,337	\$2,197,706
Stanislaus	\$2,953,183	\$476,688	\$352,002	\$2,378,694	\$1,575,617	\$7,736,184
Tulare	\$4,571,373	\$730,517	\$493,406	\$3,645,314	\$2,208,563	\$11,649,173
Verdugo	\$783,399	\$140,656	\$125,024	\$701,879	\$559,627	\$2,310,585
Ventura	\$1,577,149	\$241,745	\$328,902	\$1,206,320	\$1,472,219	\$4,826,335
Yolo	\$719,085	\$91,027	\$88,800	\$454,227	\$397,484	\$1,750,623



INFORMATION NOTICE

Date: June 4, 2020 Number: WSIN19-47

Expiration Date: 07/03/2022



SECOND REVISION PY 19-20 WIOA FORMULA ALLOCATIONS

Training and Employment Guidance Letter (TEGL) 19-19, dated April 29, 2020, revises Program Year (PY) 2019-20 *Workforce Innovation and Opportunity Act* (WIOA) second round Dislocated Worker formula funds (“advanced” funds). The allotment for Dislocated Worker for PY 19/20 was adjusted for the re-allotment of WIOA Dislocated Worker Funds.

Attachment 1 reflects the revised total PY 19-20 increasing the amount the state received for Dislocated Worker Funds.

Formula Funds

The revised allotment for Dislocated Worker Funds to California and the amounts available for formula allocation for Local Areas are listed below. Attachment 2 reflects the revised total formula PY 19-20 allotment amounts sorted by Local Area and formula funding stream. Only Dislocated Worker funds have been increased.

PY 19-20 Federal Allotment & Available Formula Allocation

PY 19-20 Title I	Total Allotment	Formula Allocation
Youth Program	\$119,369,810	\$101,464,339
Adult Program	\$114,898,395	\$97,663,636
Dislocated Worker Program	\$148,077,038	\$88,846,223

If you have questions or require technical assistance relative to the programs, contact your Regional Advisor. If you have questions or require assistance with financial reporting, contact the Financial Management Unit at WSBFinancialManagementUnit@edd.ca.gov.

/s/ JAIME L. GUTIERREZ, Chief
Central Office Workforce Services Division

Attachments are available on the internet:

1. [Youth, Adult, and Dislocated Worker Activities Program Allocations- Program Year 2019-20 \(XLSX\) \(Revised\)](#)
2. [Workforce Innovation and Opportunity Act \(WIOA\) Funding Chart SFY 2019-20 \(XLSX\) \(Revised\)](#)

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Workforce Innovation and Opportunity Act
Youth, Adult, and Dislocated Worker Activities Program Allocations - Program Year 2019-2020 (Revised)

Local Area	Round 1			Round 2		Total
	Youth	Adult	Dislocated Worker	Adult	Dislocated Worker	
Alameda	\$1,349,932	\$201,553	\$331,796	\$1,074,499	\$1,579,629	\$4,537,409
Anaheim City	\$652,212	\$99,610	\$99,332	\$531,031	\$472,905	\$1,855,090
Contra Costa	\$1,270,925	\$196,938	\$298,528	\$1,049,898	\$1,421,247	\$4,237,536
Foothill	\$468,883	\$76,833	\$87,410	\$409,604	\$416,146	\$1,458,876
Fresno	\$6,147,370	\$931,120	\$760,929	\$4,963,894	\$3,622,665	\$16,425,978
Golden Sierra	\$753,486	\$117,066	\$171,320	\$624,089	\$815,629	\$2,481,590
Humboldt	\$292,846	\$40,180	\$40,193	\$214,204	\$191,352	\$778,775
Imperial	\$2,845,138	\$443,064	\$388,655	\$2,362,018	\$1,850,327	\$7,889,202
Kern, Inyo, Mono	\$5,879,744	\$901,856	\$749,402	\$4,807,884	\$3,567,787	\$15,906,673
Kings	\$831,513	\$142,443	\$106,454	\$759,376	\$506,809	\$2,346,595
Los Angeles City	\$11,325,465	\$1,745,242	\$1,454,036	\$9,304,045	\$6,922,446	\$30,751,234
Los Angeles County	\$10,112,378	\$1,524,719	\$1,276,689	\$8,128,422	\$6,078,118	\$27,120,326
Long Beach/Pacific Gateway	\$1,579,106	\$229,123	\$174,978	\$1,221,476	\$833,045	\$4,037,728
Madera	\$810,829	\$127,531	\$98,318	\$679,882	\$468,077	\$2,184,637
Merced	\$1,835,168	\$273,654	\$219,426	\$1,458,875	\$1,044,654	\$4,831,777
Mother Lode	\$329,601	\$60,591	\$58,629	\$323,018	\$279,126	\$1,050,965
Monterey	\$2,129,542	\$333,878	\$347,848	\$1,779,936	\$1,656,051	\$6,247,255
North Bay	\$751,581	\$127,068	\$165,786	\$677,412	\$789,281	\$2,511,128
North Central Counties	\$1,341,295	\$204,749	\$178,726	\$1,091,539	\$850,889	\$3,667,198
NoRTEC	\$2,328,667	\$365,995	\$316,158	\$1,951,156	\$1,505,180	\$6,467,156
NOVA-San Mateo	\$1,177,824	\$189,125	\$308,923	\$1,008,243	\$1,470,733	\$4,154,848
Oakland City	\$1,090,843	\$172,182	\$157,147	\$917,920	\$748,152	\$3,086,244
Orange	\$2,492,571	\$367,716	\$663,826	\$1,960,331	\$3,160,372	\$8,644,816
Richmond City	\$286,477	\$47,618	\$38,395	\$253,858	\$182,793	\$809,141
Riverside	\$6,136,834	\$922,706	\$966,173	\$4,919,033	\$4,599,803	\$17,544,549
Sacramento	\$3,290,302	\$503,876	\$540,231	\$2,686,210	\$2,571,958	\$9,592,577
Santa Ana City	\$787,426	\$122,456	\$82,136	\$652,823	\$391,037	\$2,035,878
Santa Barbara	\$1,185,165	\$136,266	\$169,692	\$726,447	\$807,875	\$3,025,445
San Benito	\$210,217	\$32,039	\$34,617	\$170,803	\$164,806	\$612,482
San Bernardino County	\$5,332,659	\$801,166	\$761,330	\$4,271,092	\$3,624,577	\$14,790,824
South Bay	\$1,297,483	\$211,811	\$237,717	\$1,129,183	\$1,131,736	\$4,007,930
Santa Cruz	\$996,325	\$138,277	\$155,942	\$737,169	\$742,414	\$2,770,127
San Diego	\$5,850,630	\$862,302	\$1,021,979	\$4,597,015	\$4,865,485	\$17,197,411
SELACO	\$839,663	\$126,597	\$148,902	\$674,901	\$708,897	\$2,498,960
San Francisco	\$985,103	\$172,657	\$277,373	\$920,454	\$1,320,529	\$3,676,116
San Joaquin	\$3,204,909	\$485,421	\$424,950	\$2,587,827	\$2,023,122	\$8,726,229
San Jose - Silicon Valley	\$1,879,639	\$282,088	\$372,888	\$1,503,839	\$1,775,263	\$5,813,717
San Luis Obispo	\$505,825	\$61,713	\$71,386	\$329,000	\$339,856	\$1,307,780
Solano	\$933,622	\$152,826	\$171,305	\$814,729	\$815,556	\$2,888,038
Sonoma	\$717,812	\$107,495	\$135,354	\$573,067	\$644,400	\$2,178,128
Stanislaus	\$2,657,414	\$407,606	\$348,968	\$2,172,988	\$1,661,382	\$7,248,358
Tulare	\$3,729,585	\$566,430	\$467,034	\$3,019,693	\$2,223,479	\$10,006,221
Verdugo	\$647,187	\$110,776	\$119,362	\$590,559	\$568,265	\$2,036,149
Ventura	\$1,510,485	\$219,526	\$333,713	\$1,170,315	\$1,588,757	\$4,822,796
Yolo	\$682,658	\$82,133	\$88,469	\$437,858	\$421,188	\$1,712,306

TOTAL	\$101,464,339	\$15,426,021	\$15,422,425	\$82,237,615	\$73,423,798	\$287,974,198
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Only Dislocated Worker Round 2 funds were increased with this Information Notice.