



## REVISED AGENDA

### Orange County Workforce Development Board Youth Committee Meeting

February 2, 2023

9:00 A.M.

[workforce.ocgov.com](http://workforce.ocgov.com)

**\*Pursuant to Government Code Section 54953(e)(1), as amended by AB 361, 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: +1 720 707 2699 or +1 253 215 8782 or +1 346 248 7799 or +1 646 558 8656 or +1 301 715 8592 or +1 312 626 6799**

**Webinar ID: 841 6722 0672 / Link to meeting: <https://us06web.zoom.us/j/84167220672>**

**\*\*In compliance with the Americans with Disabilities Act, those requiring accommodation for this meeting should notify the Orange County Community Services office 72 hours prior to the meeting at (714) 480-6500.**

**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](mailto: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 Committee, 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 Committee, 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 <https://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 John Luker
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 Youth Committee 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, unless the Chair pre-identifies a different time at the start of meeting for all public speakers).*

**ACTION ITEM(S):**

5. OCWDB WORK EXPERIENCE POLICY

*Recommendation: Review and approve OCWDB Work Experience Policy for submission to the Executive Committee and OC Workforce Development Full Board for review and final approval.*

6. OCWDB SUPPORT SERVICES POLICY

*Recommendation: Review and approve OCWDB Support Services Policy for submission to the Executive Committee and OC Workforce Development Full Board for review and final approval.*

7. YOUTH PROGRAM SPECIAL INITIATIVE

*Recommendation: Review and approve Youth Program Special Initiative for submission to the Executive Committee and OC Workforce Development Full Board for review and final approval.*

**INFORMATION ITEM(S):**

8. PROGRAM PERFORMANCE

- A. READY SET OC QUARTER 2 PERFORMANCE REPORT
- B. SUMMER TRAINING AND EMPLOYMENT PROGRAM FOR STUDENTS (STEPS)  
QUARTER 2 PERFORMANCE REPORT

9. YOUTH PROGRAM STAFF UPDATES

- A. YOUTH WITH IMPACT
- B. 2-1-1 OC
- C. FINANCIAL LITERACY
- D. SUMMER TRAINING AND EMPLOYMENT PROGRAM FOR STUDENTS (STEPS)
- E. JUSTICE INVOLVED YOUTH (MOB, Probation, Parole)

10. LOCATION UPDATES

- A. ORANGEWOOD FOUNDATION
- B. MANCHESTER OFFICE BUILDING

- C. GARDEN GROVE ONE-STOP
- D. ORANGE COUNTY ONE-STOP MOBILE UNIT

11. SUCCESS STORIES

12. REGIONAL INITIATIVES & COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY  
(CEDS) OVERVIEW

- A. Regional 4.0 Grant Report
- B. Orange Workforce Alliance
- C. Community Economic Resilience Fund (CERF)
- D. Orange County Industry Sector
- E. Comprehensive Economic Development Strategy (CEDS)

13. GRANT MATRIX

- A. OCWDB Subgrant Agreement(s) PY21/22, PY22/23
  - i. AA111023
  - ii. AA211023
  - iii. AA311023
- B. WIOA Summary of Expenditures (October – December 2022)
  - i. October 2022
  - ii. November 2022
  - iii. December 2022
- C. CA Microbusiness COVID-19 Relief Grant
- D. Career DLW Financial Report

14. EDD COMPLIANCE / AUDIT UPDATES

15. DISCUSS PY 24/25 PROCUREMENT – COST REIMBURSEMENT VS. P4P VS. PERFORMANCE  
BASED CONTRACTS

16. OPEN DISCUSSION

*At this time, members of this Subcommittee may comment on agenda or non-agenda matters provided that NO action may be taken on off-agenda items unless authorized by law.*

**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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# OC Community Resources

Revised: PENDING OCWDB Approval  
August 21, 2020

Effective: July 24, 2019

To: All WIOA Subrecipients of the Orange County  
Development Board

From: Carma Lacy  
Director of Workforce Development

Subject: Work Experience Policy  
Information Notice No. 22-OCWDB-06  
Supersedes Information No. 17-OCDB-21, 20-OCWDB-10,  
20-OCWDB-13

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## PURPOSE

This policy provides guidance on paid and unpaid Work Experience (WEX) for the Adult, Dislocated Worker and Youth programs under Title I of the Workforce Innovation and Opportunity Act (WIOA) and specialized programs.

## EFFECTIVE DATE

This policy is effective on the date of issuance.

## REFERENCES

- WIOA, Pub. L. 113-128, Sections 129, 134, 181 and 188
- 20 CFR 200 Parts 603, 681.590, 681.600 and 681.610
- Fair Labor Standards Act of 1938, 52 Stat. 1060, 29 U.S.C. 201 et seq.
- CA Education Code (EDC) 49100 - 49200
- CA Labor Code 1286 (c), 1294.1(b), 1299, 1391- 1392
- USDOL, Training and Employment Guidance Letter (TEGL) No. 12-09, Joint Guidance for States Seeking to Implement Subsidized Work-Based Training Programs for Unemployed Workers (January 29, 2010)
- DOL TEGL No. 23-14, WIOA Youth Program Transition (March 26, 2015)
- USDOL, U.S. Secretary's Commission on Achieving Necessary Skills, A SCANS Report for America 2000, (June 1991)
- I.R.S. Revenue Ruling 75-246, 1975-1 C.B. 24, Scenarios distinguish between amounts paid in connection with training-excludable under general welfare exception-and amounts paid in connection with services



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## **BACKGROUND**

A Work Experience (WEX) is a planned, structured, contractual learning experience in a workplace for a limited period of time. A Work Experience is a career service that provides participants with opportunities for career exploration and skill development, must include academic and occupational education concurrently or sequentially, and is linked to a potential career choice.

### **Definitions**

Incentive - Remuneration to participants for successful participation and achievement of expected outcomes as defined in the Individual Education/Employment Plan (IEP).

Individual Employment Plan (IEP) - An individualized career service that is developed jointly by the participant and career planner. The plan is an ongoing strategy to identify employment goals, achievement objectives, and an appropriate combination of services for the participant to achieve the employment goals.

Internship - A system of gaining on-the-job experience by placement in a work environment for a period of time with the goal to build technical and job awareness skills. Internships may be paid or unpaid.

Job shadowing - A short-term unpaid activity which introduces a participant to the workplace and provides exposure to occupational areas of interest to increase career awareness.

On-the-job training (OJT) - Training by an employer that is provided to a paid participant while engaged in productive work in a job that:

1. Provides knowledge or skills essential to the full and adequate performance of the job;
2. Is made available through a program that provides reimbursement to the employer of a percentage of the wage rate of the participant; and
3. Is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, prior work experience of the participant, and the service strategy for the participant.

Transitional Jobs – Transitional jobs are a type of paid work-experience that are time-limited and 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. These jobs can be in the public, private, or nonprofit sectors.

### **Policy and Procedures**

A Work Experience must be related to the participant's long-term employment goal. The assessment process and development of the Individual Employment Plan (IEP) helps to identify appropriate worksites for each participant. Work experience should help the participant gain the competencies and experience needed to meet local employer demands. In determining an appropriate length of time, consideration should be given to the skill requirement of the position, the academic and occupational skills level of the participant, prior work experience, and the participant's IEP. The assessment process may identify concerns or issues that should be addressed prior to, or concurrently with a Work Experience. Service Provider Case Managers must make appropriate referrals if such issues are identified.

Work Experience is designed to promote the development of good work habits and basic work skills for individuals who have never worked, have very limited occupational exposure or have been out of the labor force for an extended period of time. Work Experiences should enable

adults, dislocated workers, and youth to gain exposure to the working world and its requirements.

Work Experience is paid or unpaid and may include, but is not limited to, internship and job shadowing. It may be in the private for-profit sector, the non-profit sector or the public sector. It is not designed to replace an existing employee or position. Work Experience wages are paid directly to the Work Experience participant and not the Work Experience employer. Employers are not monetarily compensated. Work experience, including internships, in the private for-profit sector must be structured so as not to appear to be subsidizing private for-profit operations. The work of the participant should not materially impact the profit margin of a private-for-profit company.

### **Participant Eligibility**

All Work Experience participants must meet WIOA program eligibility requirements, be enrolled into the respective WIOA program, and have received an assessment resulting in the development of an IEP that documents the participant's need and benefit of having Work Experience. A Work Experience is not intended for long-term skill building within the occupation, but rather as an entry step for the participant to explore the occupation, develop their skills, gain work history and references. A likely candidate for work experience is a participant who is appropriate for long term employment in a particular industry or occupation but does not have all of the skills or the experience to qualify for entry-level employment in the field. The education component must be documented on the Training Plan, Individual Employment Plan (IEP) and in CalJOBS for those programs that utilize it.

Non-WIOA Funded participants must adhere to the participant eligibility standards as identified by the funding source.

### **Determining "Trainee" versus "Employee"**

Work experience may be paid or unpaid. It is expected that work experience will be paid in most cases and the federal Fair Labor Standards Act (FLSA) will apply in any situation where an employer/employee relationship exists. WIOA participants are subject to the requirements of the FLSA to the extent that the activities performed in the work experience constitute employment.

According to the Wage and Hour Division of the U.S. Department of Labor, Employment Standards Administration, if all of the following six (6) items exist, the work experience can be considered a "training" situation and an employment relationship does not exist under the FLSA:

1. The training, even though it includes actual operation of the facilities of the work experience provider is essentially a training experience similar to a vocational school;
2. The participant is primarily the beneficiary of the experience;
3. Regular employees are not displaced, and the experience is closely supervised/observed;
4. The work experience provider that hosts the experience derives no immediate or significant advantage (and may even be adversely impacted);
5. The participant is not guaranteed a job at the conclusion of the experience; and
6. There is mutual understanding between the participant and the host agency that the participant is not entitled to wages for this time because the activity is essentially a training experience.

If the participant is a "trainee" and an employment relationship does not exist under the FLSA, the FLSA's minimum wage and overtime provisions do not apply to the participant.

If the participant is engaged in the primary operations of the work experience provider and is performing productive work (for example, filing, performing other clerical work, or assisting customers), then the participant is receiving some benefits in the form of a new skill or improved work habits and is unlikely a trainee. If the worksite uses the participant as a substitute for regular full time or part time employees, it is more likely that the participants are employees as opposed to trainees. Also, if the work experience provider would have needed to hire additional employees or require overtime had the participants not performed the work, then the participants are likely employees.

### **Unpaid Work Experience**

Unpaid work experience activity exposes participants to the working environment and an individual does not expect payment for tasks performed. An employer and employee relationship must not exist, which means that all six conditions listed in the Determining "Trainee" versus "Employee" section of this policy letter must be met. The use of unpaid work experience should be limited.

Unpaid work experience may include job shadowing. A participant experiences the work environment to increase career awareness, observe models of behavior on the job through examples, and receives help in making career decisions. Job shadowing can reinforce the link between classroom learning and work requirements. Job shadowing is limited and allows participants to observe only.

If the employer is providing job shadowing opportunities whereby the participant learns certain functions under the close and constant supervision of regular employees, but performs no or minimal work, this type of activity is more likely to be a bona fide training program. However, if the participant receives the same level of supervision as employees, this would suggest an employment relationship.

### **General Work Experience Requirements**

#### 1. Worksites

- OC Workforce Development Board's (OCWDB) Business Solutions are to select worksites based on Orange County's in-demand industry sectors;
- OCWDB Business Solutions shall develop and maintain a pool of worksites that provide a wide range of training opportunities to the participants and enhance their skills development;
- The list of worksites shall include the following information:
  - Name and address of employer/worksite
  - Name, position title, email address and phone number of supervisor
  - Status: Active, In Progress, or Inactive
  - For active worksites: name of participants placed, cumulative number of actual hours completed, actual start date and anticipated/actual end date
- Worksites must follow all labor standards in any Work Experience with an employee/employer relationship, as defined by the Fair Labor Standards Act or applicable State law;
- OCWDB Business Solutions will identify and evaluate worksites to determine the appropriateness of utilizing the employer for work experiences. The evaluation components should include provisions of the worksite agreement such as safety, labor law requirements, status of layoffs, etc. In addition, it should evaluate age appropriateness and level of exposure to work readiness and job skills, type of supervision available, as well as review the previous work experience placements at the same location.

Potential worksite employers should also demonstrate a commitment to helping participants receive the experience and training needed to meet their goals. As part of participation, these employers should be willing to work closely with OCWDB Business Solutions, especially since participants have barriers to employment. Proper worksite supervision should be one of the factors that are reviewed prior to placement of the participant in the activity.

Individuals who have been hired by a worksite and subsequently referred to OCWDB Business Solutions are not to be considered for the Work Experience activity. The worksite should commit to the individual training with the belief that the individual is fully capable of performing the tasks required with little or no assistance.

A Work Experience agreement must not be executed with an employer who has received payments under previous work-based services and the employer has exhibited a pattern of failing to provide a positive Work Experience. This includes those employers for On-the-Job Trainings (OJT) where a participant was not provided continued long-term employment, wages, benefits, and working conditions that are not equal to those provided to similarly situated employees.

## 2. Worksite Agreement & Work-Based Training Plan

- A worksite agreement shall be fully executed between worksite, Service Provider Site Manager, OCWDB staff, Employer of Record representative and participant before a participant is allowed to start.
- A worksite agreement template (Attachment I) provided by the OCWDB shall be used.
- A copy of the signed Worksite Agreement (Attachment I), Work-Based Training Plan (Attachment II) and timesheets (See Attachment III: Model Timesheet) will be kept in the participant file (hard copy and electronically).
- At minimum, the work site agreement shall provide the following:
  - Names and contact information of all parties
  - Names and titles of all employer staff authorized to sign the participant's timesheet
  - Responsibilities and expectations of the participant, the Worksite/Employer and Provider staff
  - The job title, wage, detailed list of specific skills to be learned, timeline and benchmarks to be achieved, weekly schedule, and number of hours to be completed with the participant as outlined in the Work-Based Training Plan (See Attachment II).
  - Worksite will regularly submit timesheet of participants
  - Worksite will provide regular written evaluation of participants
  - Worksite will provide a written job description and responsibilities to participant
  - Identification of the legal requirements that must be met, including worksite safety requirements
  - Statement informing the worksite that they may be subject to worksite monitoring by both the local and State representatives, as well as regular visitations by OCWDB Business Solutions
  - Provision of termination of the agreement/contract for non-performance or failure to meet the requirements of the agreement/contract
  - Non-discrimination and equal opportunity clauses
  - Statement that the activity will not displace employees

- Statement that participants must not be engaged in sectarian activities
- Other information, relative to the specific activities
- Signatures and dates from the worksite, Service Provider Site Manager, OCWDB staff, Employer of Record representative, and participant

### 3. Wages and Hour Limits

(These requirements apply to all programs except for the Youth Program and special grant programs as described in the sections below.)

- Worksite placement is limited to a timeframe of three weeks to twelve weeks. The exact duration will be based on appropriation for the participant's employment goals, background and skill level as reflected in the IEP.
- OCWDB Business Solutions shall allow for at least fifteen hours a week of work, but no more than 30 hours and not to exceed 120 hours per month. More than 120 hours in a month will require approval from the Orange County Director of Workforce Development.
- Pay an hourly wage at a rate of pay that meets at least the California minimum hourly wage and at the same rates as similarly situated employees or trainees, subject to the Fair Labor Standards Act
- The maximum allotment for a participant's wage is \$6,200.00. If it is determined necessary for a participant to receive hours or wages exceeding the maximum allotment, the OCWDB Business Solutions must request advance approval from the Orange County Director of Workforce Development.
- Service Providers may only use up to 10 percent of adult and dislocated worker formula funds for Work Experience and Transitional Jobs.
- Availability of additional funding may also be cause for changes and/or exemptions to this policy.

### 4. Worksite Monitoring

- OCWDB Business Solutions will conduct worksite monitoring with each active worksite at least twice per program year and complete WEX Desk Procedure Attachment III: Worksite Monitoring Form. Active worksites shall be monitored by OCWDB staff and the OCWDB Business Solutions to ensure compliance with the Worksite Agreement & Training Plan.
- OCWDB Business Solutions will conduct an annual on-site visit to complete the Initial Worksite Evaluation Form to ensure they remain in compliance
- Results of the monitoring review shall be documented, filed and made available to the OCWDB, state, or federal staff upon request.
- Any worksite that demonstrates a pattern of non-compliance shall not continue as a worksite.
- Where a waiver of any OCWDB policy provisions is needed, a formal waiver request must be approved by the Orange County Director of Workforce Development before any Worksite Agreement is executed.

### 5. Timesheets

- Participants in a work experience will be hired and compensated by the County of Orange Contracted Employer of Record and/or by Third-Party Employer of Record.
- County of Orange Contracted Employer of Record and/or Third-Party Employer of Record covers a participant's wages, Federal Insurance Contributions Act (FICA) and workers compensation. Work Experience participants do not receive

benefits such as health care, 401K, paid-time off, overtime, etc. The employer of record will be responsible for paying all taxes.

- Payroll must be strictly based on timesheets completed by the participants, reviewed and signed by the Supervisor and duly approved by designated Service Provider Staff for payment. (See Attachment III - Model Timesheet).
- All timesheets must be kept in the participant's file (hard copy and electronically).

#### 6. Work-Based Training Plan

A Work-Based Training Plan shall be completed for every participant prior to starting any Work Experience assignment and will accompany the Worksite Agreement. All Work-Based Training Plan documents will be kept in the participants' file.

### **Requirements specific to WIOA youth programs**

A Work Experience is one of the 14 Youth service elements that must be made available to all registered participants and should be offered throughout the program year. Work Experiences are arranged in conjunction with OCWDB Business Solutions, and businesses in the community. A Work Experience is established on an individual basis.

The primary intent of Work Experience is to help the participant(s) understand proper workplace behavior and what is necessary in order to attain and retain employment. Work Experiences should help participants(s) acquire the personal attributes, knowledge, and skills needed to obtain a job and advance in employment. Work Experience can serve as a stepping-stone to unsubsidized employment and is an important step in the process of developing a career pathway. All Work Experiences should expose participant(s) to realistic working conditions and task as much as possible. OCWDB Business Solutions are encouraged to identify a worksite mentor that the participant can meet with on a structured basis, to assist with answering questions and addressing concerns. The mentor should be someone who is comfortable offering guidance, support and encouragement to develop the competence and characteristics of the participant.

### Earn and Learn opportunities

An Earn and Learn program is a specialized occupational skills training program that includes elements required in the WIOA youth program. The program may be done in-person or through a virtual platform. The participant earns a stipend when participating in the "live" classes and when completing projects required for the program. A participant is expected to have a "product" upon completion of the Earn and Learn program. In line with general youth experience guidelines, participants must not exceed thirty (30) hours per week and may not exceed \$550.00 per week paid at \$17 per hour.

### Youth Work Experience Funding Requirements

Service Providers must spend at least 30% of their overall WIOA youth funding, after subtracting the administrative costs, on Work Experience (WEF) activities, including participant wages as well as staffing costs associated with the development and management of Work Experience, even if the Work Experience is unpaid. Allowable expenditures beyond wages may include the following:

1. Staff time spent identifying potential work experience opportunities.
2. Staff time working with employers to develop the work experience.
3. Staff time spent working with employers to ensure a successful work experience.
4. Staff time spent evaluating the work experience.
5. Classroom training or the required academic education component directly related to the work experience.
6. Orientation sessions for participants and employers.

WEF expenditures shall coincide with specific WEF budgeted line items and shall be tracked and reported on the monthly Service Provider invoices.

The duration of the WEX shall begin with 12 weeks. If a modification/extension is needed, OCWDB Business Solutions will review on a case-by-case basis and complete a Modification Form (Attachment V) which must be signed by all parties for proper approval. Extensions may not exceed 10 months and/or 600 hours. A tracking sheet shall be maintained by the Provider to ensure that actual WEX hours do not exceed the allowable limit.

WEX participants must be paid at a rate that meets at least the California minimum hourly wage.

The OCWDB Business Solutions and Service Provider must ensure compliance with child labor laws and ensure that youth participants under 18 years old obtain a work permit (unless not required to have one). The employer must possess a valid Permit to Employ and Work and comply with all applicable federal and state child labor laws if the participant is less than 18 years of age. Proof of age and parental consent must be given for both paid and unpaid work experience. See Youth Employment Summary Chart (Attachment IV) for additional information.

Special projects may require an exemption to both WEX limitations on hours and wage levels for some or all participants. The Orange County Director of Workforce Development may approve WEX waivers. Waiver request must be submitted in writing. Participants may not exceed the 600 hour limit PRIOR to the date of waiver approval.

### **Special Grant Work Experience**

Special grant programs may be implemented that require different Work Experience hours and funding levels. If staff are providing case management for a non-WIOA funded Work Experience services (ex. Social Services Agency (SSA) Employment Preparation Program (EPP), Work Experience (WEX) or Vocational Training Program (VTR) funded work experience), it is appropriate to follow the grant requirements and document in the participant case file the staff related cost and the non-WIOA funded contractual requirements.

SSA durational guidelines include:

1. EPP: Paid work experience may not exceed one year; this includes one initial 6-month term, with the option to extend for two additional 3-month terms.
2. WEX: Paid work experience may not exceed a total of 4 months; this includes one 3-month term, with the option to renew for one additional one-month term.
3. VTR: Unpaid work experience may not exceed 12 months; there is no option to renew with VTR.

### **Case File**

Documentation will be kept in the participant's file (hard copy and electronically), which should include, at a minimum, the following items:

1. An assessment and IEP indicating a need for Work Experience;
2. A copy of the agreement between the participant, the worksite or host site and the OCWDB, including the Work-Based Training Plan, and any other attachments to the agreement;
3. Time sheets, attendance sheets and performance records, as appropriate; and
4. Documentation of supportive services received by the participant.

**MIS CalJOBS Requirements**

Activities must be coded in CalJOBS using the most appropriate activity codes and indicating corresponding start and end dates. Applicable Measurable Skills Gains must be recorded in CalJOBS upon successful completion of activities.

**ACTION**

Bring this policy to the attention of all affected 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: Worksite Agreement
- Attachment II: Work-Based Training Plan
- Attachment III: Model Timesheet
- Attachment IV: Youth Employment Summary Chart
- Attachment V: Modification Form



# ATTACHMENT I County of Orange OCCR/OCCS WORKSITE AGREEMENT

Service Provider: \_\_\_\_\_ Phone Number: \_\_\_\_\_

The term of this agreement is \_\_\_\_\_, 20( ) through \_\_\_\_\_, 20( ).

This agreement is funded by:

- WIOA
- Temporary Assistance For Needy Families (TANF)
- State of California \_\_\_\_\_
- County of Orange \_\_\_\_\_
- City of \_\_\_\_\_
- Other \_\_\_\_\_

and authorized through \_\_\_\_\_ (Funding Source),  
Orange County Community Resources - Community Services (OCCR/OCCS), and  
\_\_\_\_\_ (Service Provider).

Worksite training activities are designed to provide program participants with exposure to good work habits, job skills and work experience. The worksite agreement should detail the terms and conditions of paid work experience and the expectations of the parties to the agreement. The agreement is between the participant, worksite employer, employer of record and the OCWDB Business Solutions. By accepting this worksite agreement, the parties agree to the terms and conditions below.

**One agreement must be filled out for each worksite or department, if there are multiple positions per department provide attached pages with information from section IV. All parts of this worksite are required for completion, including FEIN number.**

### ***I. Worksite Organization/Company***

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State  
Zip: \_\_\_\_\_

Contact Person:

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### ***II. Worksite/Department Address (if different from section I)***

Department Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, Sate, Zip: \_\_\_\_\_

Participant Name: \_\_\_\_\_

FEIN: *required* \_\_\_\_\_

**III. Type of Organization**  Non-Profit  Government Agency  Private Business  Other



- Youth Program participants are limited to no more than \_\_\_ total **program hours if they are between the ages 14-17, and no more than \_\_\_ total program hours if they are between the ages of 18-24.** This includes the amount of time a participant spent in paid-work readiness and financial literacy trainings.
- WIOA Adult/DW program participants are limited to no more than \_\_\_\_\_ total hours of paid-work experience training.
- SSA WEX/ EPP program participants are limited to no more than \_\_\_\_\_ total hours of paid-work experience training.
- Other/ special program participants are limited to no more than \_\_\_\_\_ total hours of paid-work experience training.

Worksite supervisors will be expected to track time worked. **Participant time worked in excess of the agreed hours will be paid by or reimbursed by the worksite. The Service Provider and worksite shall ensure that participant does not exceed the total contracted hours of employment as listed. Failure to do so will result in the Service Provider assuming both legal and financial responsibility for the payment of wages, taxes and all other employment related matters for hours worked beyond contracted terms.** This is a training position; therefore, no pay will be given for holidays. Overtime work is not allowed.

8. Program participants are covered under the Worker's Compensation policy of the OCCR/OCCS Employer of Record during the contracted hours. On the job injury reports will be completed by the program participant, supervisor, and authorized worksite official and submitted to the OCWDB Business Solutions and OCCR/OCCS payroll provider. All job injuries must be reported within 24 hours of the injury occurrence to the OCWDB Business Solutions and payroll provider in order for medical claims to be processed for worker's compensation and to OCCR/OCCS within 48 hours of the injury occurrence.
9. Worksite supervisors and/or Service Provider shall provide counseling to those program participants who may be experiencing unsatisfactory performance. The worksite supervisor shall notify OCWDB Business Solutions prior to any disciplinary action.
10. The worksite shall assure that all work is conducted in a safe and sanitary drug free environment and shall assure that all program participants are supervised on a full-time basis by a qualified supervisor.
11. OCCR/OCCS, OCWDB Business Solutions, Employer of Record and the worksite shall adhere to all applicable Federal, State, and Local labor laws, including minor labor laws if the participant is less than 18 years old.
12. OCCR/OCCS's Employer of Record will maintain general liability insurance coverage and will hold harmless OCCR/OCCS and worksites except to the extent that damage is caused by the willful misconduct of either OCCR/OCCS or worksites.
13. The Service Provider shall inform the program participant of grievance procedures, equal pay, and non-discrimination assurances prior to worksite placement. The worksite shall not, in any manner or for any reason, discriminate against any program participant.
14. The worksite shall, upon request of the OCWDB Business Solutions and/or OCCR/OCCS, release the program participant for attendance at labor market orientations, career orientations, job readiness training, or other program activities.
15. The worksite assures that any program participant will not displace currently employed workers. The participants' work experience cannot result in a reduction of hours for permanent employees.
16. The worksite must provide a safe, healthy work environment for all program participants. The OCCR/OCCS and the payroll provider reserve the right to deny a worksite based upon unsafe work environment and/or assigned job duties.

17. The OCWDB Business Solutions in partnership with the worksite shall ensure that program participants will not be placed at worksites dealing with the maintenance or upkeep of religious institutions or where religious activities are conducted at any time. Instruction and participation in religious activities are also prohibited.
18. The OCWDB Business Solutions in partnership with the worksite shall ensure that program participants do not engage in political/lobbying, union or fundraising activities during work hours.
19. The OCWDB Business Solutions in partnership with the worksite shall prohibit program participants from being supervised by a member of their family, or anyone with a direct or conflicting relationship with the participant.
20. The OCWDB Business Solutions and Service Provider in partnership with the worksite shall make all worksite records and personnel available for onsite monitoring by Federal, State and OCCR/OCCS and will retain the records in accordance with federal and state regulations.
21. The OCWDB Business Solutions in partnership with the worksite shall provide and obtain acknowledgement ensuring a work environment free from harassment or discrimination of any kind.
22. The OCWDB Business Solutions in partnership with the worksite shall clearly post Work Permits and Emergency Contact Information in the program participants' work areas, as well as display all federally regulated postings. Copies of the Emergency Contact Information must accompany the program participant when they work off-site.
23. The terms of this agreement shall not be waived, altered, modified, supplemented, or amended in any manner whatsoever, except by written instrument/notification from the OCCR/OCCS and signed by all parties.
24. If the worksite is negligent in responsibilities agreed to in this document, the site:
  - a. May not be used at a future date, and
  - b. May be held legally and financially responsible for disallowed costs identified by government auditors or monitors.
25. Service Provider and OCWDB Business Solutions must maintain a copy of this worksite agreement for each participant who works at the site.

Supervision: Each program participant must have a designated supervisor and alternate supervisor. These supervisors shall be identified on the worksite agreement prior to the first day of work.

All worksite supervisors must be experienced in the work to be performed. Worksite supervisors are to encourage good working habits and positive attitudes about work. Supervisors are required to complete the participant timesheet and evaluation, review with the participant and submit to the employer of record each pay period.

It is the responsibility of OCWDB Business Solutions to orient each worksite supervisor to the program requirements; assure his/her attendance at a supervisor's orientation prior to the placement of participants at the worksite and to provide the supervisor with a copy of the WEX Supervisor Handbook and a copy of this agreement.

Program Eligibility: The program participant must be determined eligible and suitable for participation as required by the funding source, awarding agency and by OCCR/OCCS prior to beginning the work experience.

**We have read the worksite agreement and agree to abide by all applicable assurance and conditions.**

\_\_\_\_\_  
Name of Authorized Signer for Worksite

\_\_\_\_\_  
Signature of Authorized Signer for Worksite

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Service Provider Site Manager

\_\_\_\_\_  
Signature of Service Provider Site Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of OCWDB Staff

\_\_\_\_\_  
Signature of OCWDB Staff

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Authorized Employer of Record Representative

\_\_\_\_\_  
Signature of Authorized Employer of Record Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Participant

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Date

# Attachment A:

## Employer of Record Agreement

**(Employer of Record Name)**, will serve as the employer of record for the above stated program; and as employer of record, will assume all insurance and tax withholding liabilities including Workers' Compensation, Unemployment Insurance, General Liability, Federal, State, and Local tax withholding for the youth participants.

As the employer of record **(Employer of Record Name)**, requires the following information for each worksite: Name, address, contact person, contact number, FEIN, worksite description, participant job description, and tentative working schedule.

As a worksite you agree to adhere to all Federal, State, and local labor laws, the standards outlined in the agreement with the respective community-based service provider, the standards outlined by OCCR/OCCS to maintain safe working conditions, and to report within 24 hours any known injuries or incidents to the respective community-based service provider/vendor and OCWDB Business Solutions involving participants being paid by **(Employer of Record Name)**.

Furthermore, \_\_\_\_\_(Worksite) assumes and agrees to indemnify and hold harmless **(Employer of Record Name)**, related companies, parent companies, subsidiaries, divisions and all of their respective officers, agents, directors and employees from any and all liability and expenses (including attorneys fees) with respect to any claims, demands, causes of action, suits, losses, liabilities and/or lawsuits for any and all damages or losses to property (including cash or other valuables) or injury to any person by whomsoever such claims may be asserted, including specifically but without limitation, employees of **(Employer of Record Name)**, employees of Client, entities for which client performs work, and members of the general public arising from the use of **(Employer of Record Name)**, temporary employees who were referred by Client. This agreement shall not apply to workers' compensation and/or unemployment claims filed by **(Employer of Record Name)**.

By signing below, I acknowledge and agree to comply with the terms and conditions as described above,

\_\_\_\_\_  
Authorized Worksite Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Service Provider Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer of Record Signature

\_\_\_\_\_  
Date



### ATTACHMENT II WORK-EXPERIENCE (WEX) TRAINING PLAN

Participant: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

SUPERVISOR(S): \_\_\_\_\_  
(AUTHORIZED TO SIGN TIME SHEETS)

PHONE #: \_\_\_\_\_

\_\_\_\_\_

OCCUPATION: \_\_\_\_\_

\_\_\_\_\_

O\*NET CODE: \_\_\_\_\_

\_\_\_\_\_

WAGE: \$\_\_\_\_\_ HOURS PER WEEK: \_\_\_\_\_

Work Experience START DATE: \_\_\_\_\_

Work Experience END DATE: \_\_\_\_\_

List work elements, skills, duties and tasks for which the client will receive training or perform during the hours listed above. Use additional pages if required.	Initial Skills	
	Yes	No
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		

INSTRUCTIONS: Complete each section of summary by providing appropriate information. Worksite supervisor(s) please list all individuals that have authorization to sign the time sheets. Job duties should relate to the actual duties, work elements and skills required of that job that the client will be doing. Use only those lines necessary to list the actual job duties; not all lines need to be used. Mark Initial Skills yes or no depending on the client's skill level at the time the client is placed at the worksite. Initial Skills are provided to assist the Administering Agency in tracking job specific skills competency attainment. Attach one copy of the training summary to the Work Experience agreement. Give one copy to the supervisor and place one copy in the client's file. If more than one supervisor is identified, photocopies of the training summary may be made and distributed accordingly.



### ATTACHMENT III: Model Timesheet

<b>Participant's Name</b>		<b>Worksite Name</b>	
<b>Address</b>		<b>Address</b>	
<b>ID Number</b>		<b>Supervisor's Name</b>	
<b>Program Name/Code</b>		<b>Phone Number</b>	
<b>Hourly Pay Rate</b>		<b>Alt Supervisor's Name*</b>	
<b>Job Title</b>		<b>Phone Number</b>	

\* Additional employer representatives authorized to sign this timesheet

<b>Start Date</b>		<b>End Date</b>	
<b>Pay Period Start Date</b>		<b>Pay Period End Date</b>	

Column A	B	C	D	E	F	G
Day of Week	Date	Time In	Time Out	Number of Hours	Break (meal)	Total Hours Worked: (Column E minus F)
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

<b>Worksite Supervisor Rating of Employee Performance</b>					
<i>Please circle the appropriate ratings below</i>					
Poor (P) Fair (F) Satisfactory (S)					
Good (G) Excellent (E)					
<b>Job Knowledge</b>	P	F	S	G	E
<b>Work Quality</b>	P	F	S	G	E
<b>Attendance</b>	P	F	S	G	E
<b>Dependability</b>	P	F	S	G	E
<b>Communication/Listening Skills</b>	P	F	S	G	E

<b>Worksite Supervisor</b>
<b>Please comment on your work experience participant's progress and performance on the job</b>

<b>Terms and Conditions:</b> All parties certify that the number of hours worked are listed correctly; and that employer has reported any areas of concern to the Provider representative.
Worksite Supervisor Signature and Date:  _____
Service Provider Staff Signature and Date:  _____
Participant Signature and Date:  _____



**Attachment IV  
YOUTH EMPLOYMENT SUMMARY CHART**

	<b>Ages 16 and 17</b> Must have completed 7th grade to work while school in session.	<b>Ages 14 and 15</b> Must have completed 7th grade to work while school in session
<b>SCHOOL IN SESSION*</b>	4 hours per day on any schoolday**  8 hours on any non-schoolday or on any day preceding a non-schoolday.  48 hours per week  Work Experience Education (WEE) students may work more than 4 hours on a schoolday, but never more than 8.	3 hours per schoolday outside of school hours  8 hours on any non-schoolday  18 hours per week and must be outside school hours.  WEE students may work during school hours and up to 23 hours per week.
<b>SCHOOL NOT IN SESSION</b>	8 hours per day  48 hours per week	8 hours per day  40 hours per week
<b>SPREAD OF HOURS</b>	5 a.m. – 10 p.m. However, until 12:30 a.m. on any evening preceding a non-schoolday.  WEE students, with permission, until 12:30 a.m. on any day	7 a.m. – 7 p.m., except that from June 1 through Labor Day, until 9 p.m.
<b>SCHOOL ATTENDANCE</b>	Not required if a high school graduate or has a certificate of proficiency.	Must attend school full-time unless a high school graduate or equivalent.
<b>WORK PERMIT</b>	Required unless a high school graduate or equivalent	Required unless a high school graduate or equivalent.

The U.S. Department of Labor considers the phrase "when school is in session" to mean the scheduled schooldays of the public school system in the county where the minor resides. A school week under federal standards is any week during which school is in session for at least one day. Thus, school is considered in session during any week that has at least one scheduled schoolday. Since the school session is derived from the schedule for the county's public schools, school may be considered in session for a minor who attends a private school that is closed during the summer if the public schools are in session at that same time.

\*\*A "schoolday" is any day that the minor is required to attend school for 240 minutes or more.

\* State of California Department of Industrial Relations – Minors Summary Chart, <https://www.dir.ca.gov/dlse/MinorsSummaryCharts.pdf>





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OC PARKS

JULIE QUILLMAN  
COUNTY LIBRARIAN  
OC PUBLIC LIBRARIES

# OC Community Resources

~~Effective Revised: PENDING OCWDB Approval~~

~~Date: August 21, 2020~~

~~OCWDB Approval Date~~ Effective: July 24, 2019

To: - All WIOA Subrecipients of the Orange County  
Development Board

From: - Carma Lacy  
Director of Workforce Development

Subject: Work Experience Policy  
Information Notice No. ~~220-OCWDB-0643~~  
Supersedes Information No. 17-OCDB-21, 20-OCWDB-10,  
20-OCWDB-13

## PURPOSE

This policy provides guidance on paid and unpaid Work Experience (WEX) for the Adult, Dislocated Worker and Youth programs under Title I of the Workforce Innovation and Opportunity Act (WIOA) and specialized programs.

## EFFECTIVE DATE

This policy is effective on the date of issuance.

## REFERENCES

- WIOA, Pub. L. 113-128, Sections 129, 134, 181 and 188
- 20 CFR 200 Parts 603, 681.590, 681.600 and 681.610
- Fair Labor Standards Act of 1938, 52 Stat. 1060, 29 U.S.C. 201 et seq.
- CA Education Code (EDC) 49100 - ~~49183~~49200
- CA Labor Code 1286 (c), 1294.1(b), 1299, 1391- 1392
- USDOL, Training and Employment Guidance Letter (TEGL) No. 12-09, Joint Guidance for States Seeking to Implement Subsidized Work-Based Training Programs for Unemployed Workers (January 29, 2010)
- DOL TEGL No. 23-14, WIOA Youth Program Transition (March 26, 2015)
- USDOL, U.S. Secretary's Commission on Achieving Necessary Skills, A SCANS Report for America 2000, (June 1991)
- I.R.S. Revenue Ruling 75-246, 1975-1 C.B. 24, Scenarios distinguish between amounts paid in connection with training-excludable under general welfare exception-and amounts paid in connection with services



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## **BACKGROUND**

A Work Experience (WEX) is a planned, structured, contractual learning experience in a workplace for a limited period of time. A Work Experience is a career service that provides participants with opportunities for career exploration and skill development, must include academic and occupational education concurrently or sequentially, and is linked to a potential career choice.

### **Definitions**

Incentive - Remuneration to participants for successful participation and achievement of expected outcomes as defined in the Individual Education/Employment Plan (IEP).

Individual Employment Plan (IEP) - An individualized career service that is developed jointly by the participant and career planner. The plan is an ongoing strategy to identify employment goals, achievement objectives, and an appropriate combination of services for the participant to achieve the employment goals.

Internship - A system of gaining on-the-job experience by placement in a work environment for a period of time with the goal to build technical and job awareness skills. Internships may be paid or unpaid.

Job shadowing - A short-term unpaid activity which introduces a participant to the workplace and provides exposure to occupational areas of interest to increase career awareness.

On-the-job training (OJT) - Training by an employer that is provided to a paid participant while engaged in productive work in a job that:

1. Provides knowledge or skills essential to the full and adequate performance of the job;
2. Is made available through a program that provides reimbursement to the employer of a percentage of the wage rate of the participant; and
3. Is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, prior work experience of the participant, and the service strategy for the participant.

Transitional Jobs – Transitional jobs are a type of paid work-experience that are time-limited and 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. These jobs can be in the public, private, or nonprofit sectors.

### **Policy and Procedures**

A Work Experience must be related to the participant's long-term employment goal. The assessment process and development of the Individual Employment Plan (IEP) helps to identify appropriate worksites for each participant. Work experience should help the participant gain the competencies and experience needed to meet local employer demands. In determining an appropriate length of time, consideration should be given to the skill requirement of the position, the academic and occupational skills level of the participant, prior work experience, and the participant's IEP. The assessment process may identify concerns or issues that should be addressed prior to, or concurrently with a Work Experience. Service Provider Case Managers must make appropriate referrals if such issues are identified.

Work Experience is designed to promote the development of good work habits and basic work skills for individuals who have never worked, have very limited occupational exposure or have been out of the labor force for an extended period of time. Work Experiences should enable

adults, dislocated workers, and youth to gain exposure to the working world and its requirements.

Work Experience is paid or unpaid and may include, but is not limited to, internship and job shadowing. It may be in the private for-profit sector, the non-profit sector or the public sector. It is not designed to replace an existing employee or position. Work Experience wages are paid directly to the Work Experience participant and not the Work Experience employer. Employers are not monetarily compensated. Work experience, including internships, in the private for-profit sector must be structured so as not to appear to be subsidizing private for-profit operations. The work of the participant should not materially impact the profit margin of a private-for-profit company.

### **Participant Eligibility**

All Work Experience participants must meet WIOA program eligibility requirements, be enrolled into the respective WIOA program, and have received an assessment resulting in the development of an IEP that documents the participant's need and benefit of having Work Experience. A Work Experience is not intended for long-term skill building within the occupation, but rather as an entry step for the participant to explore the occupation, develop their skills, gain work history and references. A likely candidate for work experience is a participant who is appropriate for long term employment in a particular industry or occupation but does not have all of the skills or the experience to qualify for entry-level employment in the field. The education component must be documented on the Training Plan, Individual Employment Plan (IEP) and in CalJOBS for those programs that utilize it.

Non-WIOA Funded participants must adhere to the participant eligibility standards as identified by the funding source.

### **Determining "Trainee" versus "Employee"**

Work experience may be paid or unpaid. It is expected that work experience will be paid in most cases and the federal Fair Labor Standards Act (FLSA) will apply in any situation where an employer/employee relationship exists. WIOA participants are subject to the requirements of the FLSA to the extent that the activities performed in the work experience constitute employment.

According to the Wage and Hour Division of the U.S. Department of Labor, Employment Standards Administration, if all of the following six (6) items exist, the work experience can be considered a "training" situation and an employment relationship does not exist under the FLSA:

1. The training, even though it includes actual operation of the facilities of the work experience provider is essentially a training experience similar to a vocational school;
2. The participant is primarily the beneficiary of the experience;
3. Regular employees are not displaced, and the experience is closely supervised/observed;
4. The work experience provider that hosts the experience derives no immediate or significant advantage (and may even be adversely impacted);
5. The participant is not guaranteed a job at the conclusion of the experience; and
6. There is mutual understanding between the participant and the host agency that the participant is not entitled to wages for this time because the activity is essentially a training experience.

If the participant is a "trainee" and an employment relationship does not exist under the FLSA, the FLSA's minimum wage and overtime provisions do not apply to the participant.

If the participant is engaged in the primary operations of the work experience provider and is performing productive work (for example, filing, performing other clerical work, or assisting customers), then the participant is receiving some benefits in the form of a new skill or improved work habits and is unlikely a trainee. If the worksite uses the participant as a substitute for regular full time or part time employees, it is more likely that the participants are employees as opposed to trainees. Also, if the work experience provider would have needed to hire additional employees or require overtime had the participants not performed the work, then the participants are likely employees.

### **Unpaid Work Experience**

Unpaid work experience activity exposes participants to the working environment and an individual does not expect payment for tasks performed. An employer and employee relationship must not exist, which means that all six conditions listed in the Determining "Trainee" versus "Employee" section of this policy letter must be met. The use of unpaid work experience should be limited.

Unpaid work experience may include job shadowing. A participant experiences the work environment to increase career awareness, observe models of behavior on the job through examples, and receives help in making career decisions. Job shadowing can reinforce the link between classroom learning and work requirements. Job shadowing is limited and allows participants to observe only.

If the employer is providing job shadowing opportunities whereby the participant learns certain functions under the close and constant supervision of regular employees, but performs no or minimal work, this type of activity is more likely to be a bona fide training program. However, if the participant receives the same level of supervision as employees, this would suggest an employment relationship.

### **General Work Experience Requirements**

#### 1. Worksites

- ~~Service Providers~~ OC Workforce Development Board's (OCWDB) Business Solutions are to select worksites based on Orange County's in-demand industry sectors;
- ~~Service Providers~~ OCWDB Business Solutions shall develop and maintain a pool of worksites that provide a wide range of training opportunities to the participants and enhance their skills development;
- The list of worksites shall include the following information:
  - Name and address of employer/worksite
  - Name, position title, email address and phone number of supervisor
  - Status: Active, In Progress, or Inactive
  - For active worksites: name of participants placed, cumulative number of actual hours completed, actual start date and anticipated/actual end date
- Worksites must follow all labor standards in any Work Experience with an employee/employer relationship, as defined by the Fair Labor Standards Act or applicable State law;
- OCWDB Business Solutions ~~in conjunction with Service Providers~~ will identify and evaluate worksites to determine the appropriateness of utilizing the employer for work experiences. The evaluation components should include provisions of the worksite agreement such as safety, labor law requirements, status of layoffs, etc. In addition, it should evaluate age appropriateness and level of exposure to work readiness and job skills, type of supervision

available, as well as review the previous work experience placements at the same location.

Potential worksite employers should also demonstrate a commitment to helping participants receive the experience and training needed to meet their goals. As part of participation, these employers should be willing to work closely with ~~Service Provider~~ OCWDB Business Solutions staff, especially since participants have barriers to employment. Proper worksite supervision should be one of the factors that are reviewed prior to placement of the participant in the activity.

Individuals who have been hired by a worksite and subsequently referred to ~~Service Provider~~ OCWDB Business Solutions are not to be considered for the Work Experience activity. The worksite should commit to the individual training with the belief that the individual is fully capable of performing the tasks required with little or no assistance.

A Work Experience agreement must not be executed with an employer who has received payments under previous work-based services and the employer has exhibited a pattern of failing to provide a positive Work Experience. This includes those employers for On-the-Job Trainings (OJT) where a participant was not provided continued long-term employment, wages, benefits, and working conditions that are not equal to those provided to similarly situated employees.

## 2. Worksite Agreement & Work-Based Training Plan

- A worksite agreement shall be fully executed between worksite, Service Provider Site Manager, OCWDB staff, Employer of Record representative and OCWDB, Service Provider, the host employer, the employer of record and the eligible participant before a participant is allowed to start.
- A worksite agreement template (Attachment I) provided by the OCWDB shall be used.
- A copy of the signed Worksite Agreement (Attachment I), Work-Based Training Plan (Attachment II) and timesheets (See Attachment III: Model Timesheet) ~~(hard copy and electronically)~~ will be kept in the participant file (hard copy and electronically).
- At minimum, the work site agreement shall provide the following:
  - Names and contact information of all parties
  - Names and titles of all employer staff authorized to sign the participant's timesheet
  - Responsibilities and expectations of the participant, the Worksite/Employer and Provider staff
  - The job title, wage, detailed list of specific skills to be learned, timeline and benchmarks to be achieved, weekly schedule, and number of hours to be completed with the participant as outlined in the Work-Based Training Plan (See Attachment II).
  - Worksite will regularly submit timesheet of participants
  - Worksite will provide regular written evaluation of participants
  - Worksite will provide a written job description and responsibilities to participant
  - Identification of the legal requirements that must be met, including worksite safety requirements
  - Statement informing the worksite that they may be subject to worksite monitoring by both the local and State representatives, as well as regular visitations by ~~Service Provider~~ OCWDB Business Solutions staff

- Provision of termination of the agreement/contract for non-performance or failure to meet the requirements of the agreement/contract
- Non-discrimination and equal opportunity clauses
- Statement that the activity will not displace employees
- Statement that participants must not be engaged in sectarian activities
- Other information, relative to the specific activities
- Signatures and dates from the worksite, Service Provider Site Manager, participant OCWDB staff, Employer of Record representative, and participant Provider staff
- ~~Where a waiver of any OCWDB policy provisions is needed, a formal waiver request from the Provider must be approved by the Orange County Director of Workforce Development before any Worksite Agreement is executed.~~

### 3. Wages and Hour Limits

(These requirements apply to all programs except for the Youth Program and special grant programs as described in the sections below.)

- Worksite placement is limited to a timeframe of three weeks to twelve weeks. The exact duration will be based on appropriation for the participant's employment goals, background and skill level as reflected in the IEP.
- ~~Service Providers~~ OCWDB Business Solutions shall allow for at least fifteen hours a week of work, but no more than 30 hours and not to exceed 120 hours per month. More than 120 hours in a month will require approval from the Orange County Director of Workforce Development.
- Pay an hourly wage at a rate of pay that meets at least the California minimum hourly wage and at the same rates as similarly situated employees or trainees, subject to the Fair Labor Standards Act
- The maximum allotment for a participant's wage is ~~\$6,200.00~~ \$5,500.00. If it is determined necessary for a participant to receive hours or wages exceeding the maximum allotment, the ~~Service Provider~~ OCWDB Business Solutions must request advance approval from the Orange County Director of Workforce Development.
- Service Providers may only use up to 10 percent of adult and dislocated worker formula funds for Work Experience and Transitional Jobs.
- Availability of additional funding may also be cause for changes and/or exemptions to this policy.

### 4. Worksite Monitoring

- ~~Active worksites shall be monitored by OCWDB staff and the Service Provider at least two times each program year to ensure compliance with the Worksite Agreement.~~ OCWDB Business Solutions will conduct worksite monitoring with each active worksite at least twice per program year and complete WEX Desk Procedure Attachment III: Worksite Monitoring Form. Active worksites shall be monitored by OCWDB staff and the OCWDB Business Solutions to ensure compliance with the Worksite Agreement & Training Plan.
- OCWDB Business Solutions will conduct an annual on-site visit to complete the Initial Worksite Evaluation Form to ensure they remain in compliance
- Results of the monitoring review shall be documented, filed and made available to the OCWDB, state, or federal staff upon request.
- Any worksite that demonstrates a pattern of non-compliance shall not continue as a worksite.

- Where a waiver of any OCWDB policy provisions is needed, a formal waiver request must be approved by the Orange County Director of Workforce Development before any Worksite Agreement is executed.

#### 5. Timesheets

- Participants in a work experience will be hired and compensated by the County of Orange Contracted Employer of Record and/or ~~compensated~~ by Third-Party Employer of Record, ~~unless the Service Provider for the designated contract term has been grandfathered in to use a Third Party Employer of Record of their choice.~~
- County of Orange Contracted Employer of Record and/or Third-Party Employer of Record covers a participant's wages, Federal Insurance Contributions Act (FICA) and workers compensation. Work Experience participants do not receive benefits such as health care, 401K, paid-time off, overtime, etc. The employer of record will be responsible for paying all taxes.
- Payroll must be strictly based on timesheets completed by the participants, reviewed and signed by the Supervisor and duly approved by designated Service Provider Staff for payment. (See Attachment III - Model Timesheet).
- All timesheets must be kept in the participant's file (hard copy and electronically).

#### 6. Work-Based Training Plan

A Work-Based Training Plan shall be completed for every participant prior to starting any Work Experience assignment and will accompany the Worksite Agreement. All Work-Based Training Plan documents will be kept in the participants' file.

### Requirements specific to WIOA youth programs

A Work Experience is one of the 14 Youth service elements that must be made available to all registered youth participants and should be offered throughout the program year. Work Experiences are arranged in conjunction with OCWDB Business Solutions, ~~Service Providers~~, and businesses in the community. A Work Experience is established on an individual basis.

The primary intent of Work Experience is to help the youth-participant(s) understand proper workplace behavior and what is necessary in order to attain and retain employment. Work Experiences should help youth-participants(s) acquire the personal attributes, knowledge, and skills needed to obtain a job and advance in employment. Work Experience can serve as a stepping-stone to unsubsidized employment and is an important step in the process of developing a career pathway. All Work Experiences should expose youth-participant(s) to realistic working conditions and task as much as possible. ~~Service Providers~~ OCWDB Business Solutions are encouraged to identify a worksite mentor that the participant can meet with on a structured basis, to assist with answering questions and addressing concerns. The mentor should be someone who is comfortable offering guidance, support and encouragement to develop the competence and characteristics of the participant.

### Earn and Learn opportunities

An Earn and Learn program is a specialized occupational skills training program that includes elements required in the WIOA youth program. The program may be done in-person or through a virtual platform. The youth-participant earns a stipend/wage when participating in the "live" classes and when completing projects required for the program. A youth-participant is expected to have a "product" upon completion of the Earn and Learn program. ~~Service Providers shall provide participants in the Earn and Learn program up to 600 hours paid at minimum wage, in line with the general youth experience guidelines.~~ In line with general youth experience

guidelines, participants must not exceed thirty (30) hours per week and may not exceed \$550.00 per week paid at \$17 per hour.

### Youth Work Experience Funding Requirements

Service Providers must spend at least 30% of their overall WIOA youth funding, after subtracting the administrative costs, on Work Experience (WEF) activities, including participant wages as well as staffing costs associated with the development and management of Work Experience, even if the Work Experience is unpaid. Allowable expenditures beyond wages may include the following:

1. Staff time spent identifying potential work experience opportunities.
2. Staff time working with employers to develop the work experience.
3. Staff time spent working with employers to ensure a successful work experience.
4. Staff time spent evaluating the work experience.
5. Classroom training or the required academic education component directly related to the work experience.
6. Orientation sessions for participants and employers.

WEF expenditures shall coincide with specific WEF budgeted line items and shall be tracked and reported on the monthly Service Provider invoices.

The duration of the WEX shall begin with 12 weeks, not be more than 10 months and shall not exceed 600 hours. A tracking sheet shall be maintained by the Provider to ensure that actual WEX hours do not exceed the allowable limit. ~~A tracking sheet shall be maintained by the Provider to ensure that actual WEX hours do not exceed the allowable limit.~~ If a modification/extension is needed, OCWDB Business Solutions will review on a case-by-case basis and complete a Modification Form (Attachment V) which must be signed by all parties for proper approval. Extensions may not exceed 10 months and/or 600 hours. A tracking sheet shall be maintained by the Provider to ensure that actual WEX hours do not exceed the allowable limit.

WEX participants must be paid at a rate that meets at least the California minimum hourly wage.

### The Service Provider

~~The OCWDB Business Solutions and Service Provider~~ must ensure compliance with child labor laws and ensure that youth participants under 18 years old obtain a work permit (unless not required to have one). The employer must possess a valid Permit to Employ and Work and comply with all applicable federal and state child labor laws if the participant is less than 18 years of age. Proof of age and parental consent must be given for both paid and unpaid work experience. See Youth Employment Summary Chart (Attachment IV) for additional information.

Special projects may require an exemption to both WEX limitations on hours and wage levels for some or all participants. The Orange County Director of Workforce Development may approve WEX waivers. Waiver request must be submitted in writing. Participants may not exceed the 600 hour limit PRIOR to the date of waiver approval.

### **Special Grant Work Experience**

Special grant programs may be implemented that require different Work Experience hours and funding levels. If staff are providing case management for a non-WIOA funded Work Experience services (ex. Social Services Agency (SSA) Employment Preparation Program (EPP), Work Experience (WEX) or Vocational Training Program (VTR) funded work experience), it is appropriate to follow the grant requirements and document in the participant case file the staff related cost and the non-WIOA funded contractual requirements.

SSA durational guidelines include:

1. EPP: Paid work experience may not exceed one year; this includes one initial 6-month term, with the option to extend for two additional 3-month terms.
2. WEX: Paid work experience may not exceed a total of 4 months; this includes one 3-month term, with the option to renew for one additional one-month term.
3. VTR: Unpaid work experience may not exceed 12 months; there is no option to renew with VTR.

### Case File

Documentation will be kept in the participant's file (hard copy and electronically), which should include, at a minimum, the following items:

1. An assessment and IEP indicating a need for Work Experience;
2. A copy of the agreement between the participant, the worksite or host site and the OCWDB, including the Work-Based Training Plan, and any other attachments to the agreement;
3. Time sheets, attendance sheets and performance records, as appropriate; and
4. Documentation of supportive services received by the participant.

### MIS CalJOBS Requirements

Activities must be coded in CalJOBS using the most appropriate activity codes and indicating corresponding start and end dates. Applicable Measurable Skills Gains must be recorded in CalJOBS upon successful completion of activities.

### ACTION

Bring this policy to the attention of all affected 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: Worksite Agreement ~~Template~~  
 Attachment II: ~~Sample~~-Work-Based Training Plan  
 Attachment III: ~~Model Sample~~-Timesheet  
 Attachment IV: Youth Employment Summary Chart

[Attachment V: Modification Form](#)



# ATTACHMENT I County of Orange OCCR/OCCS WORKSITE AGREEMENT

Service Provider: \_\_\_\_\_ Phone Number: \_\_\_\_\_

The term of this agreement is \_\_\_\_\_, 20( ) through \_\_\_\_\_, 20( ).

This agreement is funded by:

- WIOA
- Temporary Assistance For Needy Families (TANF)
- State of California \_\_\_\_\_
- County of Orange \_\_\_\_\_
- City of \_\_\_\_\_
- Other \_\_\_\_\_

and authorized through \_\_\_\_\_ (Funding Source),  
Orange County Community Resources - Community Services (OCCR/OCCS-), and  
\_\_\_\_\_ (Service Provider).

Worksite training activities are designed to provide program participants with exposure to good work habits, job skills and work experience. The worksite agreement should detail the terms and conditions of paid work experience and the expectations of the parties to the agreement. The agreement is between the participant, worksite employer, ~~payroll provider~~ employer of record and the ~~program service provider~~ OCWDB Business Solutions. By accepting this worksite agreement, the parties agree to the terms and conditions below.

**One agreement must be filled out for each worksite or department, if there are multiple positions per department provide attached pages with information from section IV. All parts of this worksite are required for completion, including FEIN number.**

### ***I. Worksite Organization/Company***

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State \_\_\_\_\_  
Zip: \_\_\_\_\_

Contact Person:

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### ***II. Worksite/Department Address (if different from section I)***

Department Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, Sate, Zip: \_\_\_\_\_

~~# of Trainees Requested~~ Participant Name: \_\_\_\_\_

FEIN: *required* \_\_\_\_\_

**III. Type of Organization**  Non - Profit  Government Agency  Private Business  Other

**IV. Position Information**

Position/Title <del># Requested</del>	Days/Week	Hours	Supervisor	Phone #

Description: The **duties** to be performed by the program participant, and the **skills** to be taught for the position listed above.

**Duties to perform:** \_\_\_\_\_  
\_\_\_\_\_

**Skills to be taught:** \_\_\_\_\_  
\_\_\_\_\_

**Any special requirements to fulfill employment expectations (be specific):** \_\_\_\_\_  
\_\_\_\_\_

**V. Union Concurrence**  Non-Applicable  Applicable (if applicable, complete the section below)

Program using worksite(s) where collective bargaining or working agreements exist must have written concurrence of the labor organizations and employer. The undersigned representative of the collective bargaining agency concurs in the use of this worksite for the sole purpose of providing work experience to program participants through the OCCR/OCCS.

As the representative of Local # / Union Name \_\_\_\_\_ I hereby submit my concurrence to the OCCR/OCCS Worksite.

\_\_\_\_\_  
Representative Name Representative Signature Date

**IV. The Organization and Department(s) named on page 1, agree to the following assurances and conditions:**

1. The ~~OCCR/OCCS Service Provider~~ OCWDB Business Solutions ~~(in conjunction with the payroll provider policies)~~ shall provide orientation to each worksite supervisor covering the program elements including policy, payroll, and worker's compensation requirements prior to the program participant referral or the actual program participant beginning work on the site.

2. The service provider shall review all standards and program guidelines with the participant prior to the start of their work experience.

~~3.~~ The ~~service provider and~~ worksite shall provide job orientation to all program participants as related to work policies, job safety, and job expectations. The work policies, job safety, and job expectations for program participants must be the same as for non-program workers at the site.

~~3.~~

~~4.~~

4. Each worksite supervisor shall maintain an accurate record of time and attendance of each program participant to be recorded on the time sheet. The worksite supervisor must ~~The worksite supervisor shall complete the section under Worksite Supervisor Rating of Employee Performance. The time sheets will be signed by both the program participant and the worksite supervisor and submitted to the employer of record each pay period. complete and submit a mid-evaluation and final evaluation for each program participant to the service provider. Electronic timesheet signatures are acceptable.~~

~~5.~~

~~6.~~

~~7.5.~~ The ~~OCCR/OCCS payroll provider~~ Employer of Record shall pay a wage to the program participant. The wage to be paid will be the state minimum wage rate. Exceptions to the minimum pay wage will be considered based on specific program policies. This is a training position for which the intent is to provide work experience and exposure to the world of work. ~~Each worksite supervisor shall maintain an accurate record of time and attendance of each~~

~~program participant to be recorded on the time sheet. The time sheets will be signed by both the program participant and the worksite supervisor and will be submitted to the service provider weekly. Electronic timesheet signatures are acceptable.~~

~~8.6.~~ The worksite shall provide sufficient work to occupy the program participant's work hours and shall provide sufficient equipment and/or materials to enable the program participant to carry out the work assignments.

~~9.7.~~ Program participants will be paid only for actual hours worked.

- Youth Program participants are limited to no more than \_\_ total **program hours if they are between the ages 14-17, and no more than\_\_ total program hours if they are between the ages of 18-24.** This includes the amount of time a participant spent in paid-work readiness and financial literacy trainings.
- WIOA Adult/DW program participants are limited to no more than \_\_\_\_\_ total hours of paid-work experience training.
- SSA WEX/ EPP program participants are limited to no more than \_\_\_\_\_ total hours of paid-work experience training.
- Other/ special program participants are limited to no more than \_\_\_\_\_ total hours of paid-work experience training.

Worksite supervisors will be expected to track time worked. **Participant time worked in excess of the agreed hours will be paid by or reimbursed by the worksite. The Service Provider and worksite shall ensure that youth-participant does not exceed the total contracted hours of employment as listed. Failure to do so will result in the Service Provider assuming both legal and financial responsibility for the payment of wages, taxes and all other employment related matters for hours worked beyond contracted terms.** This is a training position; therefore, no pay will be given for holidays. **Overtime work is not allowed.**

~~10.8.~~ \_\_\_\_\_ Program participants are covered under the Worker's Compensation policy of the OCCR/OCCS ~~payroll provider~~Employer of Record during the contracted hours. On the job injury reports will be completed by the program participant, supervisor, and authorized worksite official and submitted to the ~~Service Provider~~OCCR/OCCS Business Solutions and OCCR/OCCS payroll provider. All job injuries must be reported within 24 hours of the injury occurrence to the ~~Service Provider~~OCCR/OCCS Business Solutions and payroll provider in order for medical claims to be processed for worker's compensation and to OCCR/OCCS within 48 hours of the injury occurrence.

~~11.9.~~ \_\_\_\_\_ Worksite supervisors and/or Service Provider shall provide counseling to those program participants who may be experiencing unsatisfactory performance. The worksite supervisor shall notify ~~the participants' service provider~~OCCR/OCCS Business Solutions prior to any disciplinary action.

~~12.10.~~ \_\_\_\_\_ The worksite shall assure that all work is conducted in a safe and sanitary drug free environment and shall assure that all program participants are supervised on a full-time basis by a qualified supervisor.

~~13.11.~~ \_\_\_\_\_ OCCR/OCCS, OCCR/OCCS Business Solutions, ~~the service provider, the payroll provider~~Employer of Record and the worksite shall adhere to all applicable Federal, State, and Local labor laws, including minor labor laws if the participant is less than 18 years old.

~~14.12.~~ \_\_\_\_\_ OCCR/OCCS's ~~Employer of Record payroll provider~~ will maintain general liability insurance coverage and will hold harmless OCCR/OCCS ~~, OCCR/OCCS's Service Providers,~~ and worksites except to the extent that damage is caused by the willful misconduct of either OCCR/OCCS, ~~its Service Providers,~~ or worksites.

~~15.13.~~ \_\_\_\_\_ The Service Provider shall inform the program participant of grievance procedures, equal pay, and non-discrimination assurances prior to worksite placement. The worksite shall not, in any manner or for any reason, discriminate against any program participant.

~~16.14.~~ \_\_\_\_\_ The worksite shall, upon request of the ~~Service Provider~~OCCR/OCCS Business Solutions and/or OCCR/OCCS, release the program participant for attendance at labor market orientations, career orientations, job readiness

training, or other program activities.

~~17-15.~~ 17-15. The worksite assures that any program participant will not displace currently employed workers. The participants' work experience cannot result in a reduction of hours for permanent employees.

~~18-16.~~ 18-16. The worksite must provide a safe, healthy work environment for all program participants. The OCCR/OCCS and the payroll provider reserve the right to deny a worksite based upon unsafe work environment and/or assigned job duties.

~~19-17.~~ 19-17. The ~~Service Provider~~ OCWDB Business Solutions in partnership with the worksite shall ensure that program participants will not be placed at worksites dealing with the maintenance or upkeep of religious institutions or where religious activities are conducted at any time. Instruction and participation in religious activities are also prohibited.

~~20-18.~~ 20-18. The ~~Service Provider~~ OCWDB Business Solutions in partnership with the worksite shall ensure that program participants do not engage in political/lobbying, union or fundraising activities during work hours.

~~21-19.~~ 21-19. The ~~Service Provider~~ OCWDB Business Solutions in partnership with the worksite shall prohibit program participants from being supervised by a member of their family, or anyone with a direct or conflicting relationship with the participant.

~~22-20.~~ 22-20. The OCWDB Business Solutions and Service Provider in partnership with the worksite shall make all worksite records and personnel available for onsite monitoring by Federal, State and OCCR/OCCS and will retain the records in accordance with federal and state regulations.

~~23-21.~~ 23-21. The ~~Service Provider~~ OCWDB Business Solutions in partnership with the worksite shall provide and obtain acknowledgement ensuring a work environment free from harassment or discrimination of any kind.

~~24-22.~~ 24-22. The ~~Service Provider~~ OCWDB Business Solutions in partnership with the worksite shall clearly post Work Permits and Emergency Contact Information in the program participants' work areas, as well as display all federally regulated postings. Copies of the Emergency Contact Information must accompany the program participant when they work off-site.

~~25-23.~~ 25-23. The terms of this agreement shall not be waived, altered, modified, supplemented, or amended in any manner whatsoever, except by written instrument/notification from the OCCR/OCCS and signed by all parties.

~~26-24.~~ 26-24. If the worksite is negligent in responsibilities agreed to in this document, the site:

- May not be used at a future date, and
- May be held legally and financially responsible for disallowed costs identified by government auditors or monitors.

~~27-25.~~ 27-25. Service Provider and OCWDB Business Solutions must maintain a copy of this worksite agreement for each participant who works ~~ed~~ sed at ~~this-the~~ the site.

Supervision: Each program participant must have a designated supervisor and alternate supervisor. These supervisors shall be identified ~~on the Participant Roster that will be provided to the program participant on the worksite agreement~~ prior to the first day of work.

All worksite supervisors must be experienced in the work to be performed. Worksite supervisors are to encourage good working habits and positive attitudes about work. Supervisors are required to complete the participant timesheet and evaluation\_ form prior to the last day of the work experience/internship; review ~~the evaluation~~ with the participant and provide a copy of the evaluation to the service provider and submit to the employer of record each pay period.

It is the responsibility of ~~OCCR/OCCS and/or the Service Provider~~ OCWDB Business Solutions to orient each worksite supervisor to the program requirements; assure his/her attendance at a supervisor's orientation prior to the placement of participants at the worksite and to provide the supervisor with ~~appropriate written materials necessary to perform his/her duties~~ a copy of the WEX Supervisor Handbook and, including a copy of this agreement.

Program Eligibility: The program participant must be determined eligible and suitable for participation as required by the

funding source, awarding agency and by OCCR/OCCS prior to beginning the work experience.

**We have read the worksite agreement and agree to abide by all applicable assurance and conditions.**

\_\_\_\_\_  
Name of Authorized Signer for Worksite

\_\_\_\_\_  
Signature of Authorized Signer for Worksite

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Service Provider Site Manager

\_\_\_\_\_  
Signature of Service Provider Site Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of ~~Authorized Service Provider Case~~OCWDB Staff  
Manager Date

\_\_\_\_\_  
Signature of ~~Authorized Service Provider Case~~OCWDB Staff  
Manager

\_\_\_\_\_  
Name of Authorized Employer of Record Representative

\_\_\_\_\_  
Signature of Authorized Employer of Record Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Participant

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Date

# Attachment A:

## Employer of Record Agreement

**(Employer of Record Name)**, will serve as the employer of record for the above stated program; and as employer of record, will assume all insurance and tax withholding liabilities including Workers' Compensation, Unemployment Insurance, General Liability, Federal, State, and Local tax withholding for the youth participants.

As the employer of record **(Employer of Record Name)**, requires the following information for each worksite: Name, address, contact person, contact number, FEIN, worksite description, participant job description, and tentative working schedule.

As a worksite you agree to adhere to all Federal, State, and local labor laws, the standards outlined in the agreement with the respective community-based service provider, the standards outlined by OCCR/OCCS to maintain safe working conditions, and to report within 24 hours any known injuries or incidents to the respective community-based service provider/vendor and OCWDB Business Solutions involving ~~youth~~ participants being paid by **(Employer of Record Name)**.

Furthermore, \_\_\_\_\_(Worksite) assumes and agrees to indemnify and hold harmless **(Employer of Record Name)**, related companies, parent companies, subsidiaries, divisions and all of their respective officers, agents, directors and employees from any and all liability and expenses (including attorneys fees) with respect to any claims, demands, causes of action, suits, losses, liabilities and/or lawsuits for any and all damages or losses to property (including cash or other valuables) or injury to any person by whomsoever such claims may be asserted, including specifically but without limitation, employees of **(Employer of Record Name)**, employees of Client, entities for which client performs work, and members of the general public arising from the use of **(Employer of Record Name)**, temporary employees who were referred by Client. This agreement shall not apply to workers' compensation and/or unemployment claims filed by **(Employer of Record Name)**.

By signing below, I acknowledge and agree to comply with the terms and conditions as described above,

\_\_\_\_\_  
Authorized Worksite Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Service Provider Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer of Record Signature

\_\_\_\_\_  
Date



### ATTACHMENT II WORK-EXPERIENCE (WEX) TRAINING PLAN

Participant: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

SUPERVISOR(S): \_\_\_\_\_  
(AUTHORIZED TO SIGN TIME SHEETS)

PHONE #: \_\_\_\_\_

\_\_\_\_\_

OCCUPATION: \_\_\_\_\_

\_\_\_\_\_

O\*NET CODE: \_\_\_\_\_

\_\_\_\_\_

WAGE: \$\_\_\_\_\_ HOURS PER WEEK: \_\_\_\_\_

Work Experience START DATE: \_\_\_\_\_

Work Experience END DATE: \_\_\_\_\_

List work elements, skills, duties and tasks for which the client will receive training or perform during the hours listed above. Use additional pages if required.	Initial Skills	
	Yes	No
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		

INSTRUCTIONS: Complete each section of summary by providing appropriate information. Worksite supervisor(s) please list all individuals that have authorization to sign the time sheets. Job duties should relate to the actual duties, work elements and skills required of that job that the client will be doing. Use only those lines necessary to list the actual job duties; not all lines need to be used. Mark Initial Skills yes or no depending on the client's skill level at the time the client is placed at the worksite. Initial Skills are provided to assist the Administering Agency in tracking job specific skills competency attainment. Attach one copy of the training summary to the Work Experience agreement. Give one copy to the supervisor and place one copy in the client's file. If more than one supervisor is identified, photocopies of the training summary may be made and distributed accordingly.



### ATTACHMENT III: Model Timesheet

<b>Participant's Name</b>		<b>Worksite Name</b>	
<b>Address</b>		<b>Address</b>	
<b>ID Number</b>		<b>Supervisor's Name</b>	
<b>Program Name/Code</b>		<b>Phone Number</b>	
<b>Hourly Pay Rate</b>		<b>Alt Supervisor's Name*</b>	
<b>Job Title</b>		<b>Phone Number</b>	

\* Additional employer representatives authorized to sign this timesheet

<b>Start Date</b>		<b>End Date</b>	
<b>Pay Period Start Date</b>		<b>Pay Period End Date</b>	

Column A	B	C	D	E	F	G
Day of Week	Date	Time In	Time Out	Number of Hours	Break (meal)	Total Hours Worked: (Column E minus F)
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

<b>Worksite Supervisor Rating of Employee Performance</b>					
<i>Please circle the appropriate ratings below</i>					
Poor (P) Fair (F) Satisfactory (S)					
Good (G) Excellent (E)					
<b>Job Knowledge</b>	P	F	S	G	E
<b>Work Quality</b>	P	F	S	G	E
<b>Attendance</b>	P	F	S	G	E
<b>Dependability</b>	P	F	S	G	E
<b>Communication/Listening Skills</b>	P	F	S	G	E

<b>Worksite Supervisor</b>
<b>Please comment on your work experience participant's progress and performance on the job</b>

**Terms and Conditions:** All parties certify that the number of hours worked are listed correctly; and that employer has reported any areas of concern to the Provider representative.

Worksite Supervisor Signature and Date: \_\_\_\_\_

Service Provider Staff Signature and Date: \_\_\_\_\_

Participant Signature and Date: \_\_\_\_\_



**Attachment IV  
YOUTH EMPLOYMENT SUMMARY CHART**

	<b>Ages 16 and 17</b> Must have completed 7th grade to work while school in session.	<b>Ages 14 and 15</b> Must have completed 7th grade to work while school in session
<b>SCHOOL IN SESSION*</b>	4 hours per day on any schoolday**  8 hours on any non-schoolday or on any day preceding a non-schoolday.  48 hours per week  Work Experience Education (WEE) students may work more than 4 hours on a schoolday, but never more than 8.	3 hours per schoolday outside of school hours  8 hours on any non-schoolday  18 hours per week and must be outside school hours.  WEE students may work during school hours and up to 23 hours per week.
<b>SCHOOL NOT IN SESSION</b>	8 hours per day  48 hours per week	8 hours per day  40 hours per week
<b>SPREAD OF HOURS</b>	5 a.m. – 10 p.m. However, until 12:30 a.m. on any evening preceding a non-schoolday.  WEE students, with permission, until 12:30 a.m. on any day	7 a.m. – 7 p.m., except that from June 1 through Labor Day, until 9 p.m.
<b>SCHOOL ATTENDANCE</b>	Not required if a high school graduate or has a certificate of proficiency.	Must attend school full-time unless a high school graduate or equivalent.
<b>WORK PERMIT</b>	Required unless a high school graduate or equivalent	Required unless a high school graduate or equivalent.

<https://www.dir.ca.gov/dlse/MinorsSummaryCharts.pdf>

The U.S. Department of Labor considers the phrase "when school is in session" to mean the scheduled schooldays of the public school system in the county where the minor resides. A school week under federal standards is any week during which school is in session for at least one day. Thus, school is considered in session during any week that has at least one scheduled schoolday. Since the school session is derived from the schedule for the county's public schools, school may be considered in session for a minor who attends a private school that is closed during the summer if the public schools are in session at that same time.

\*\*A "schoolday" is any day that the minor is required to attend school for 240 minutes or more.



OC Community Services



Overseeing job seekers, youth and business programs and services.



\*State of California Department of Industrial Relations – Minors Summary Chart,  
<https://www.dir.ca.gov/dlse/MinorsSummaryCharts.pdf>



Attachment V  
**WORK-EXPERIENCE (WEX) MODIFICATION FORM**  
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

PARTICIPANT AND <b>COARSE</b> WORKSITE INFORMATION			
Participant Name			
WIOA Application			
Service Provider			
Worksite Name			
Supervisor			
Contact / Title			
Facility Address			
Start Date	End Date	Weekly Hours	Position/Title
<input type="checkbox"/> MODIFICATION <input type="checkbox"/> EXTENSION			
REASON FOR MODIFICATION/EXTENSION			

By signing this form, the undersigned certify that the information reflected herein are in accordance with all Federal, State, and local policies and as required by appropriate laws. ~~Should the Service Provider have already paid for the training program, the Training Provider agrees to refund the above indicated amount in accordance with the Training Provider's Refund Policy at the time of signing the ITA voucher. The terms of the Worksite Agreement shall not be waived, altered, modified, supplemented, or amended except by written modifications listed in this WEX Modification Form after signatures from all parties have been obtained.~~

-

Print ~~Authorized Signer for Worksite~~Name of Participant \_\_\_\_\_ Participant  
~~Authorized Signer for Worksite~~Signature and Date

-

Print Name of ~~Case Manager~~Service Provider Site Manager \_\_\_\_\_ ~~Case Manager~~Service  
~~Provider Site Manager~~Signature and Date

-

Print Name of ~~County of Orange Representative~~Program Manager \_\_\_\_\_ Program  
~~Manager~~County of Orange Representative Signature and Date

\_\_\_\_\_

Print Name of Employer of Record \_\_\_\_\_ Employer of Record Signature and Date



OC Community Services



Overseeing job seekers, youth and business programs and services.



Attachment V

**WORK-EXPERIENCE (WEX) MODIFICATION FORM**

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

—

Print Name ~~of Participant and of Training Provider~~  
~~Training Provider~~ Participant Signature and Date



DYLAN WRIGHT  
DIRECTOR  
OC COMMUNITY RESOURCES

CYMANTHA ATKINSON  
ASSISTANT DIRECTOR  
OC COMMUNITY RESOURCES

JULIE LYONS  
DIRECTOR  
ADMINISTRATIVE SERVICES

ANDI BERNARD  
DIRECTOR  
OC ANIMAL CARE

JULIA BIDWELL  
DIRECTOR  
OC HOUSING & COMMUNITY  
DEVELOPMENT

RENEE RAMIREZ  
DIRECTOR  
OC COMMUNITY SERVICES

TOM STARNES  
DIRECTOR  
OC PARKS

JULIE QUILLMAN  
COUNTY LIBRARIAN  
OC PUBLIC LIBRARIES

# OC Community Resources

Revised: PENDING OCWDB Approval  
November 16, 2022  
February 23, 2022  
December 30, 2021  
June 4, 2021

Effective: August 17, 2020

**To:** WIOA Subrecipients of the Orange County  
Workforce Development Area

**From:** Carma Lacy  
Director of Workforce Development

**Subject:** Supportive Services Policy  
Information Notice No. 23-OCWDB-01  
Supersedes Information Notice No. 17-OCDB-21, 20-OCWDB-14, 22-OCWDB-05

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## PURPOSE

To provide comprehensive service provisions as it pertains to supportive services under the Workforce Innovation and Opportunity Act (WIOA) for Adult, Dislocated Workers, Youth, and Special Programs of the Orange County Workforce Development Board (OCWDB).

## EFFECTIVE DATE

This policy is effective immediately upon issuance.

## REFERENCES

- WIOA (Public Law 113-128) Sections 129 (c)(2) and 134(c)(2) and (3)
- CFR Title 2 Grants and Agreements: Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards Subpart E – Cost Principles, 200.441
- 20 CFR Sections 680.900-680.970, 681.570, 683.245
- Training and Employment Guidance Letter (TEGL) WIOA No. 19-16 *Operation and Guidance for the Workforce Innovation and Opportunity Act* (March 1, 2017)

## BACKGROUND

The Workforce Innovation and Opportunity Act (WIOA) provides local Workforce Development Boards (WDBs) the discretion to provide supportive services deemed appropriate to participants who are enrolled in and actively engaged in individualized career services or training activities and coincides with participant’s Individual Employment Plans (IEP). Moreover, the legislation provides the highest quality supportive services,



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so that participants are successfully able to complete activities, secure and sustain employment and credential attainment, and earn a livable wage. WIOA regulations describe supportive services as “services that are

necessary to enable an individual to participate in activities authorized under WIOA.”

Although WIOA gives local WDBs guidelines for supportive services, it also provides the local WDBs with the flexibility to adopt supportive services that positively influence each local area. Supportive services may only be provided to participants who are unable to obtain supportive services through other programs that provide such services. Participants must demonstrate that they have made every attempt to find other resources that could provide the supportive service funding including resources outside of the local area if applicable.

**Adult and Dislocated Workers**

Supportive services may be provided to WIOA Adult and Dislocated Worker participants to enable an individual to participate in career services and/or training services. WIOA-funded supportive services must be a last resort; referrals to other services are to be done first. Individuals identified as needing ongoing supportive services must still be participating in career services, training activities, or both to continue to receive supportive services. Supportive services are not allowed for adults and/or dislocated workers in follow-up. Referral and linkage to other community resources can be performed during follow-up to address need, however payment for any supportive services using WIOA funding is not allowed.

**Youth Program**

Supportive services can be provided to WIOA Youth during program participation and during follow-up services. WIOA-funded supportive services must be a last resort; referrals to other services are to be done first. They must be provided based on the needs of the participant as identified in the youth’s Individual Service Plan (ISP). During follow-up, youth are eligible for supportive services to ensure success in employment, postsecondary education, and/or training.

WIOA regulations stipulate that in order for exited youth participants to receive follow-up supportive services, “the follow-up services must be conducive of more than just a contact attempt in order to secure documentation, or to report a performance outcome”; supportive services must correlate with performance outcomes and be “determined based on the needs of the individual.”

**Special/Non-WIOA Programs**

OCWDB has administrative oversight of several special and non-WIOA-funded programs. All staff shall adhere to the policies and procedures provided herein, unless specifically noted.

**Supportive Services may include, but are not limited to:**

1. Linkages to community services;
2. Assistance with transportation;
3. Assistance with child care and dependent care;
4. Assistance with housing;
5. Needs-related payments;
6. Assistance with educational testing;
7. Reasonable accommodations for individuals with disabilities;
8. Legal aid services;

9. Referrals to health care;
10. Assistance with uniforms or other appropriate work attire and work-related tools, including such items as protective eye gear;
11. Assistance with books, fees, school supplies, and other necessary items for students enrolled in post-secondary education; and
12. Payments and fees for employment and training-related applications, tests, and certifications.
13. Expenses associated with a participant's entrepreneurship activities:
  - Pay for California Secretary of State business registration
  - Local business registration within Orange County
  - Local permit to operate as a sidewalk vendor within Orange County
  - Purchase equipment (limit less than 3K) following proper procurement and approval procedures
  - Purchase supplies (limit less than 3K) following proper procurement and approval procedures

The purchase of bulk supportive services (i.e bus passes, gas cards) is allowable but must be paid with non-WIOA funds. Once a supportive service has been distributed to a participant, the individual supportive service can be included on the monthly WIOA program invoice for reimbursement.

### **Disallowed Supportive Services**

Supportive services will not be provided for expenses incurred prior to participant's enrollment in WIOA career services and training. Additionally, the following do not qualify for supportive services:

1. Fines, penalties, interest payments, traffic violations, late finance charges, damages and other settlements;
2. Refundable deposits;
3. Taxes;
4. Child support payments;
5. Membership fees (i.e fitness club, social club, annual fees, etc.)
6. Entertainment;
7. Auto loan or mortgage payment;
8. Alcohol, tobacco or recreational drugs;
9. Pet products;
10. Plants or plant supplies;
11. Items for family members, friends, or anyone who is not the participant;
12. Groceries, or other food items; or
13. Personal medical/health expenses.

WIOA Title 1 funds must not be spent on employment generating activities, investments in revolving loan funds, capitalization of businesses, investment in contract bidding resource centers, economic development activities, or similar activities, unless they are directly related to training for eligible program participants. For purposes of this restriction, employer outreach and job development activities are directly related to training for eligible participants.

### **Policy and Procedures**

1. Supportive services may only be provided to enrolled individuals, who are active participants in individualized career services and/or training services. The support

- must be necessary to enable the individual to participate in career services or training activities.
2. Any participant who is requesting supportive services or training shall have started and have agreed to complete financial literacy training prior to receiving supportive services or training. If a participant has started financial literacy training and receives supportive services prior to completion, secondary supportive services cannot be issued until the participant completes the financial literacy training.
  3. Supportive services may only be provided to participants who are unable to obtain supportive services through other programs that provide such services. Participants must demonstrate that they have made every attempt to find other resources that could provide the supportive service funding including resources outside of the local area if applicable.
  4. Supportive services may only be provided when necessary to enable individuals to participate in individualized career service and/or training activities.
  5. Supportive services provided must be reasonable, necessary, and allowable based on established local, State and Federal guidelines and regulations.
  6. All supportive service payments must be relevant to the results of the objective assessment of each participant's IEP/ISP and educational goals. The need for, and the extent of, supportive services must be listed in the participant's IEP/ISP. In all cases, staff must review "service notes" prior to making any supportive service payments to avoid duplicate payments.
  7. Supportive services are not entitlements and are subject to funding availability. All supportive service requests must be supported by demonstration of need.
  8. Supportive services cannot be provided retroactively.
  9. A Supportive Services Exploration Form (Attachment I) shall be completed prior to requesting supportive services and kept in each participant's file and uploaded to the participants CalJOBS electronic file. This form shall be completed for each supportive services request.
  10. Identified resources shall be entered on the Supportive Services Request Form (Attachment II). Provision of supportive services require the completion of the Supportive Services Request Form. The form must be completed in its entirety and signed by the participant and applicable program staff. It shall be kept in each participant's file and uploaded to the participants CalJOBS electronic file. Failure to properly complete the supportive services forms may result in a delay/denial of the reimbursement for supportive services.
  11. Each request for supportive services must be clearly documented in the case notes. The case note must include the participant's individual needs, how these needs relate to the supportive services request, and should provide detailed information on the payment for the supportive services being authorized. All documentation must support the service dates being paid for.

Example case note language:

***“Supportive service assistance for (insert type of supportive service) was requested by (insert participant name). All practical alternatives have been exhausted (name attempted resources) in an effort to obtain these supportive services through other resources. (Insert participant’s name) requires this assistance in order to complete (his/her) (insert type of activity). The cost for this supportive service is (insert actual amount). Supportive service funds will be used to pay for this supportive service, and the participant has received a total of (\$000.00) in supportive services year-to-date, not including this service.”***

12. For all participants, the appropriate activity code for supportive services must be opened on the date the cost was incurred, entered in CalJOBS, updated throughout the participation in the program, and closed on the actual end date of service. Costs incurred prior to program enrollment are not allowable. At the time supportive services activities are opened a service note must be entered stating what has been obligated to the participant, including 1) type of service; 2) justification of participant’s needs for service; 3) lack of other community resources; 4) total amount; 5) date(s) or date range; and 6) whether it is a one-time payment or a recurring obligation. Once the expense is incurred, a detailed service note must indicate the type of supportive service, date(s), and the amount paid. If a Youth participant receives supportive services in the follow-up period, designated activity codes for follow-up supportive services shall be used and entered in CalJOBS.
13. A bill or invoice for a supportive service can be paid directly by the service provider.
14. A copy of the supportive service (card, check, etc.) shall be made and placed in the participant’s file. The participant shall sign and date the copy upon receipt. This copy must be placed in the participant’s file.
15. Invoices, statements, and receipts necessary to verify that a supportive service has been provided must be returned to staff. It is the responsibility of the staff who distributed the supportive service to ensure that all support services documentation is collected, added to the participant file, and uploaded into the participants CalJOBS electronic file.
16. Returned receipts must indicate that the supportive service was used for its intended purpose. For example, a \$50.00 gas card should display that \$50.00 of gasoline was purchased. If the supportive service was not used for its intended purpose, no additional supportive services will be provided for the participant unless the participant reimburses the difference.
17. Gift cards that have remaining balances must be returned by the participant and tracked by the Service Provider.
18. A Supportive Service Participant Log shall be kept in each participant’s file who receives supportive services (Attachment III).

- 19. If a Participant receives a supportive service and fails to return the appropriate documentation/receipts, no additional supportive services will be provided until such receipts are provided. Supportive services may continue to be provided should the participant return the value of the supportive service in which the receipt was lost.
- 20. An Affidavit of Lost/Stolen/Destroyed Supportive Services (Attachment IV) must be completed by the participant, if a supportive service or a receipt is lost, stolen, or destroyed. Any reported lost/stolen/destroyed supportive service should be immediately recorded and reported to the police, as necessary. No additional supportive services shall be provided until such receipts (or monetary value of the supportive service) are provided or until proper documentation of a lost/stolen/destroyed supportive service is collected to support the circumstance.
- 21. All supportive services shall be tracked for audit purposes on a Supportive Services Master Log (Attachment V). An inventory of all supportive services will be conducted by a designated staff who is responsible for tracking supportive services for the program.
- 22. Total cumulative supportive service payments to any participant **may not exceed \$6,000 in a participant's lifetime**.
- 23. In justified circumstances, participants may receive supportive services exceeding the \$6,000 maximum. Service Providers and Special Programs must submit a Supportive Services Waiver Request Form (Attachment VI) to the Orange County Director of Workforce & Economic Development for approval. All waivers must be approved prior to issuing the supportive service. Waiver approvals must be uploaded into CALJOBS and documented in the participant's case notes.

**ACTION**

Bring this policy to the attention of all affected 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: Supportive Services Exploration Form
- Attachment II: Supportive Services Request Form
- Attachment III: Supportive Services Participant Log
- Attachment IV: Affidavit of Lost/Stolen/Destroyed Supportive Services
- Attachment V: Supportive Services Master Log
- Attachment VI: Supportive Services Waiver Form



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OC COMMUNITY RESOURCES

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JULIE LYONS  
DIRECTOR  
ADMINISTRATIVE SERVICES

ANDI BERNARD  
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JULIA BIDWELL  
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OC HOUSING & COMMUNITY  
DEVELOPMENT

RENEE RAMIREZ  
DIRECTOR  
OC COMMUNITY SERVICES

TOM STARNES  
DIRECTOR  
OC PARKS

JULIE QUILLMAN  
COUNTY LIBRARIAN  
OC PUBLIC LIBRARIES

# OC Community Resources

Revised: [PENDING OCWDB Approval](#)

November 16, 2022

December 30, 2021

June 4, 2021

Effective: August 17, 2020

**To:** WIOA Subrecipients of the Orange County  
Workforce Development Area

**From:** Carma Lacy  
Director of Workforce Development

**Subject:** Supportive Services Policy  
Information Notice No. [22-OCWDB-0523-OCWDB-01](#)  
Supersedes Information Notice No. [17-OCDB-21](#), 20-OCWDB-  
14, [22-OCWDB-05](#)

## PURPOSE

To provide comprehensive service provisions as it pertains to supportive services under the Workforce Innovation and Opportunity Act (WIOA) for Adult, Dislocated Workers, Youth, and Special Programs of the Orange County Workforce Development Board (OCWDB).

## EFFECTIVE DATE

This policy is effective immediately upon issuance.

## REFERENCES

- WIOA (Public Law 113-128) Sections 129 (c)(2) and 134(c)(2) and (3)
- CFR Title 2 Grants and Agreements: Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards Subpart E – Cost Principles, 200.441
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- Training and Employment Guidance Letter (TEGL) WIOA No. 19-16 *Operation and Guidance for the Workforce Innovation and Opportunity Act* (March 1, 2017)

## BACKGROUND

The Workforce Innovation and Opportunity Act (WIOA) provides local Workforce Development Boards (WDBs) the discretion to provide supportive services deemed appropriate to participants who are enrolled in and actively engaged in individualized career services or training activities and coincides with participant's Individual Employment Plans (IEP). Moreover, the legislation provides the highest quality supportive services, so that participants are successfully able to complete activities, secure and



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sustain employment and credential attainment, and earn a livable wage. WIOA regulations describe supportive services as “services that are necessary to enable an individual to participate in activities authorized under WIOA.”

Although WIOA gives local WDBs guidelines for supportive services, it also provides the local WDBs with the flexibility to adopt supportive services that positively influence each local area. Supportive services may only be provided to participants who are unable to obtain supportive services through other programs that provide such services. Participants must demonstrate that they have made every attempt to find other resources that could provide the supportive service funding including resources outside of the local area if applicable.

#### **Adult and Dislocated Workers**

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#### **Youth Program**

Supportive services can be provided to WIOA Youth during program participation and during follow-up services. WIOA-funded supportive services must be a last resort; referrals to other services are to be done first. They must be provided based on the needs of the participant as identified in the youth’s Individual Service Plan (ISP). During follow-up, youth are eligible for supportive services to ensure success in employment, postsecondary education, and/or training.

WIOA regulations stipulate that in order for exited youth participants to receive follow-up supportive services, “the follow-up services must be conducive of more than just a contact attempt in order to secure documentation, or to report a performance outcome”; supportive services must correlate with performance outcomes and be “determined based on the needs of the individual.”

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7. Reasonable accommodations for individuals with disabilities;
8. Legal aid services;
9. Referrals to health care;

10. Assistance with uniforms or other appropriate work attire and work-related tools, including such items as protective eye gear;
11. Assistance with books, fees, school supplies, and other necessary items for students enrolled in post-secondary education; and
12. Payments and fees for employment and training-related applications, tests, and certifications.
13. Expenses associated with a participant's entrepreneurship activities:
  - Pay for California Secretary of State business registration
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7. Supportive services are not entitlements and are subject to funding availability. All supportive service requests must be supported by demonstration of need.
8. Supportive services cannot be provided retroactively.
9. A Supportive Services Exploration Form (Attachment I) shall be completed prior to requesting supportive services and kept in each participant's file and uploaded to the participants CalJOBS electronic file. This form shall be completed for each supportive services request.
10. Identified resources shall be entered on the Supportive Services Request Form (Attachment II). Provision of supportive services require the completion of the Supportive Services Request Form. The form must be completed in its entirety and signed by the participant and applicable program staff. It shall be kept in each participant's file and uploaded to the participants CalJOBS electronic file. Failure to properly complete the supportive services forms may result in a delay/denial of the reimbursement for supportive services.
11. Each request for supportive services must be clearly documented in the case notes. The case note must include the participant's individual needs, how these needs relate to the supportive services request, and should provide detailed information on the payment for the supportive services being authorized. All documentation must support the service dates being paid for.

Example case note language:

***“Supportive service assistance for (insert type of supportive service) was requested by (insert participant name). All practical alternatives have been exhausted (name attempted resources) in an effort to obtain these supportive services through other resources. (Insert participant’s name) requires this assistance in order to complete (his/her) (insert type of activity). The cost for this supportive service is (insert actual amount). Supportive service funds will be used to pay for this supportive service, and the participant has received a total of (\$000.00) in supportive services year-to-date, not including this service.”***

12. For all participants, the appropriate activity code for supportive services must be opened on the date the cost was incurred, entered in CalJOBS, updated throughout the participation in the program, and closed on the actual end date of service. Costs incurred prior to program enrollment are not allowable. At the time supportive services activities are opened a service note must be entered stating what has been obligated to the participant, including 1) type of service; 2) justification of participant’s needs for service; 3) lack of other community resources; 4) total amount; 5) date(s) or date range; and 6) whether it is a one-time payment or a recurring obligation. Once the expense is incurred, a detailed service note must indicate the type of supportive service, date(s), and the amount paid. If a Youth participant receives supportive services in the follow-up period, designated activity codes for follow-up supportive services shall be used and entered in CalJOBS.
13. A bill or invoice for a supportive service can be paid directly by the service provider.
14. A copy of the supportive service (card, check, etc.) shall be made and placed in the participant’s file. The participant shall sign and date the copy upon receipt. This copy must be placed in the participant’s file.
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17. Gift cards that have remaining balances must be returned by the participant and tracked by the Service Provider.
18. A Supportive Service Participant Log shall be kept in each participant’s file who receives supportive services (Attachment III).
19. If a Participant receives a supportive service and fails to return the appropriate documentation/receipts, *no additional supportive services will be provided until such*

receipts are provided. Supportive services may continue to be provided should the participant return the value of the supportive service in which the receipt was lost.

20. An Affidavit of Lost/Stolen/Destroyed Supportive Services (Attachment IV) must be completed by the participant, if a supportive service or a receipt is lost, stolen, or destroyed. Any reported lost/stolen/destroyed supportive service should be immediately recorded and reported to the police, as necessary. No additional supportive services shall be provided until such receipts (or monetary value of the supportive service) are provided or until proper documentation of a lost/stolen/destroyed supportive service is collected to support the circumstance.

21. All supportive services shall be tracked for audit purposes on a Supportive Services Master Log (Attachment V). An inventory of all supportive services will be conducted by a designated staff who is responsible for tracking supportive services for the program.

22. Total cumulative supportive service payments to any participant **may not exceed \$6,000 in a participant's lifetime.**

~~23. In exceptional and justified circumstances, participants may receive supportive services exceeding the \$6,000 maximum. Service Providers and Special Programs must submit a Supportive Services Waiver Request Form (Attachment VI) to the Orange County Director of Workforce & Economic Development for approval. All waivers must be approved prior to issuing the supportive service. Waiver approvals must be uploaded into CALJOBS and documented in the participant's case notes, with approval by the Orange County Workforce Development Executive Director or Deputy Director. When supportive services are issued beyond the \$6,000 threshold, a Supportive Services Waiver Form must be completed and filed by the issuing party on behalf of the participant. Exceptional circumstances are defined as:~~

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- ~~a. Head of household whose obligational expenses reasonably exceeds the \$6,000 threshold~~
- ~~b. Individuals engaged in training programs with a demonstrated ongoing need for supportive services which exceeds \$6,000~~
- ~~c. Individuals engaged who demonstrate a justified need for financial support which exceeds \$6,000~~

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~~24. In the event that there is a delay in available program funding and supportive services funds are not accessible to meet participant needs in a timely manner, supportive services funds may be leveraged across WIOA and/or other special programs to meet the immediate and urgent needs of a participant enrolled in a corresponding program and with written justification and approval by all involved program managers and the program director.~~

~~23.~~

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**ACTION**

Bring this policy to the attention of all affected 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: Supportive Services Exploration Form
- Attachment II: Supportive Services Request Form
- Attachment III: Supportive Services Participant Log
- Attachment IV: Affidavit of Lost/Stolen/Destroyed Supportive Services
- Attachment V: Supportive Services Master Log
- Attachment VI: Supportive Services Waiver Form
- ~~Attachment VII: Supportive Services Program Funding Leverage Justification Form~~



Attachment VI  
**Supportive Services Waiver Request**

Under Orange County Workforce Development Board's Supportive Services Policy, Service Providers and Special Programs may request a waiver on behalf of a participant to receive supportive services exceeding the \$6,000 maximum if the request is justifiable.

Participant Name: \_\_\_\_\_

Program: \_\_\_\_\_

This waiver request is being submitted for the following reason:

Justification for waiver: \_\_\_\_\_

The additional documentation required to be submitted with this waiver request:

1. Supportive Services Request Form
2. Supportive Services Participant Log

Case Manager (Print)	Case Manager Signature	Date
----------------------	------------------------	------

Program Manager (Print)	Program Manager Signature	Date
-------------------------	---------------------------	------

**County of Orange Use Only**

OC Director of Workforce Development Approval:  Yes  No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Item #7 - ACTION

## BACKGROUND:

Under the Workforce Innovation and Opportunity Act law, Local Workforce Development Boards are required to award contracts to youth service providers, using a competitive procurement process. Orange County Workforce Development Board is required to award grants or contracts to youth service providers to carry out youth workforce investment activities, identify youth service providers based on criteria established in the State Plan and take into consideration the ability of the provider to meet performance accountability measures based on the primary indicators of performance for youth programs. Based on the committee's request, staff have been exploring alternative programs and various funding strategies to serve disadvantaged youth. Staff have researched youth demographics in Orange County and shared information with the committee. Staff have also met with Third Sector, a third party vendor to explore alternative programs and different types of contracts. Third Sector provided the committee an overview of different types of contracts. This action item is for the committee to approve moving forward with exploring the opportunity to develop a special program to serve youth with disabilities in Orange County and to seek approval from the Department of Labor (DOL) and State to enter into a performance based contract.

## RECOMMENDATION(S):

1. Approve moving forward with exploring the opportunity to develop a special program to serve youth with disabilities in Orange County with prior approval from DOL and the State.
2. Approve exploring the possibility to pilot a cost reimbursement plus performance based contract for a special program with prior approval from DOL and the State.

## ORANGE COUNTY WORKFORCE DEVELOPMENT BOARD

### Performance Report

Quarter 2

October 1, 2022 through December 31, 2022



Overseeing job seekers, youth and business programs and services.

Status:	Open
Service Provider:	City of La Habra
Contract Obligation:	\$545,229.00
Contract Number:	MA-012-20011848
Contract Period:	07/01/2022 - 06/30/2023

Program Name:	Ready SET OC WIOA Youth
Funding Stream:	WIOA Youth In-School
Leverage Budget:	\$10,000.00
Total YTD Leverage:	0
% of Total Leverage:	

#### Fiscal Activities

Cost Category	Budget	Q2 Oct '22 - Dec '22	YTD Expenditures	Balance	% Utilized
Direct Program Costs	\$ 352,273.98	\$ 63,215.41	\$ 63,215.41	\$ 289,058.57	18%
Administrative (cost)	\$ 49,566.00	\$ 8,186.45	\$ 8,186.45	\$ 41,379.55	17%
Supportive Services	\$ 15,000.00	\$ 213.17	\$ 213.17	\$ 14,786.83	1%
Work Experience	\$ 128,389.02	\$ 18,435.92	\$ 18,435.92	\$ 109,953.10	14%
<b>TOTAL</b>	<b>\$ 545,229.00</b>	<b>\$ 90,050.95</b>	<b>\$ 90,050.95</b>	<b>\$ 455,178.05</b>	<b>17%</b>



#### Program Activities | Contract Performance Measures

Performance Category	Contracted Goal	Q2 Oct '22 - Dec '22	YTD	% of Performance
New Enrollments	150	10	31	21%
Carry Forward / Follow-Up	29	0	29	100%
Median Earnings of Participant Employment Placements	\$4,100.00	\$7,800.00	\$16,120.00	393%
Youth Education, Military, Apprenticeship, or Trade Placements	41	5	8	20%
Attainment of Degree/Certificate	41	0	1	2%
Literacy/Numeracy Gain (in program skills gain)	78	1	1	1%
Retention with the Same Employer	42.12	2	3	7%
Work Experience	45	4	13	29%
Program Exit	54	14	16	30%

#### Program Participation

Trainings	# of Participants	
	Q2 Oct '22 - Dec '22	YTD
<b>Participated in their first class/workshop/training:</b>		
Within 1 week of program enrollment	10	31
Between 2 and 4 weeks of program enrollment	0	N/A
Between 1 and 2 months of program enrollment	0	N/A
More than 2 months since program enrollment	0	N/A
Not yet engaged in a service	0	N/A
<b>Training (Please specify type of training completed):</b>		
ITA'S		
OJT		

## ORANGE COUNTY WORKFORCE DEVELOPMENT BOARD

### Performance Report



Overseeing job seekers, youth and business programs and services.

Quarter 2

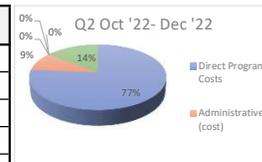
October 1, 2022 through December 31, 2022

Status:	Open
Service Provider:	City of La Habra
Contract Obligation: \$	1,635,686.00
Contract Number:	MA-012-20011848
Contract Period:	07/01/2022 - 06/30/2023

Program Name:	Ready SET OC WIOA Youth
Funding Stream:	WIOA Youth Out-of-School
Leverage Budget: \$	10,000.00
Total YTD Leverage:	
% of Total Leverage:	

#### Fiscal Activities

Cost Category	Budget	Q2		YTD Expenditures	Balance	% Utilized
		Oct '22 - Dec '22				
Direct Program Costs	\$ 894,430.68	\$ 121,564.78	\$ 121,564.78	\$ 772,865.90	14%	
Administrative (cost)	\$ 148,698.00	\$ 14,447.99	\$ 14,447.99	\$ 134,250.01	10%	
Supportive Services	\$ 41,447.32	\$ -	\$ -	\$ 41,447.32	0%	
Individual Training Account (ITA)	\$ 103,500.00	\$ -	\$ -	\$ 103,500.00	0%	
On-the-Job Training (OJT)	\$ 7,860.00	\$ -	\$ -	\$ 7,860.00	0%	
Work Experience	\$ 439,750.00	\$ 22,915.10	\$ 22,915.10	\$ 416,834.90	5%	
<b>TOTAL</b>	<b>\$ 1,635,686.00</b>	<b>\$ 158,927.87</b>	<b>\$ 158,927.87</b>	<b>\$ 1,476,758.13</b>	<b>10%</b>	



#### Program Activities | Contract Performance Measures

Performance Category	Contracted Goal	Q2		YTD	% of Performance
		Oct '22 - Dec '22			
New Enrollments	450	35		118	26%
Carry Forward / Follow-Up	89	0		89	100%
Median Earnings of Participant Employment Placements	\$4,100.00	\$6,825.00		\$5,843.93	143%
Youth Education, Military, Apprenticeship, or Trade Placements	122	7		11	9%
Attainment of Degree/Certificate	122	15		15	12%
Literacy/Numeracy Gain (in program skills gain)	234	57		57	24%
Retention with the Same Employer/ Education	126	3		7	6%
Work Experience	135	20		33	24%
Program Exit	162	46		59	36%

#### Program Participation

Trainings	# of Participants	
	Q2 Oct '22 - Dec '22	YTD
<b>Participated in their first class/workshop/training:</b>		
Within 1 week of program enrollment	35	118
Between 2 and 4 weeks of program enrollment	0	N/A
Between 1 and 2 months of program enrollment	0	N/A
More than 2 months since program enrollment	0	N/A
Not yet engaged in a service	0	N/A
<b>Training (Please specify type of training completed):</b>		
ITA'S	7	25
OJT	0	0

## ORANGE COUNTY WORKFORCE DEVELOPMENT BOARD



Overseeing job seekers, youth and business programs and services.

### Performance Report

Quarter 2

October 1, 2022 through December 31, 2022

Status:	Open
Service Provider:	Goodwill Industries of Orange County
Contract Obligation: \$	62,900.00
Contract Number:	MA-012-20011848
Contract Period:	07/01/2022 - 06/30/2023

Program Name:	STEPS
Funding Stream:	
Leverage Budget: \$	-
Total YTD Leverage:	
% of Total Leverage:	

#### Fiscal Activities

Cost Category	Budget	Q2		YTD Expenditures	Balance	% Utilized
		Oct '22- Dec '22				
Direct Program Costs	\$ 62,900.00	\$ 12,199.28	\$ 22,335.64	\$ 40,564.36	36%	
<b>TOTAL</b>	\$ 62,900.00	\$ 12,199.28	\$ 22,335.64	\$ 40,564.36	36%	



#### Program Activities | Contract Performance Measures

Performance Category	Contracted Goal	Q2		% of Performance
		Oct '22 - Dec '22	YTD	
New Enrollments	50	12	20	40%
Carry Forward / Follow-Up	3	0	3	100%
Workplace Readiness Training	50	12	22	44%
Work Experience	50	2	7	14%
Referrals to the Ready SET OC Program	25	4	4	16%
Placement in Employment/Post-Secondary Education		0	0	
Program Exit		1	2	

#### Program Participation

Trainings	# of Participants	
	Q2 Oct '22 - Dec '22	YTD
<b>Participated in their first class/workshop/training:</b>		
Within 1 week of program enrollment	1	8
Between 2 and 4 weeks of program enrollment	10	11
Between 1 and 2 months of program enrollment	0	N/A
More than 2 months since program enrollment	0	N/A
Not yet engaged in a service	1	N/A
<b>Training (Please specify type of training completed):</b>		
ITA'S		
OJT		

## Grants Update

Grant Name	Funder	Fiscal Agent	Description	OCWDB Role	Targeted Customer(s)	Total Grant	Begin Date	End Date	Match/ Leverage	Subrecipient(s)
<b>Grants Awarded</b>										
Orange County's Regional Implementation/Slingshot 5.0	CA Workforce Development Board/EDD	County of Orange/OCWDB	Efforts will be focused on developing a Post COVID-19 Economic Development Strategy that includes regional and sub-regional workforce and economic development strategies that support equitable recovery efforts and an equitable regional economy; and providing capacity building and training and development opportunities that support RPU staff, providers, and regional partners, to be conducted during the regional collaborative partner meetings.	Administrator / Regional Planning Lead	N/A	\$ 131,250	TBD	6/30/24	0%	Anaheim WDB/ Santa Ana WDB
Regional Equity and Recovery Partnerships (RERP) (Application due 5/6/22)	CA Workforce Development Board	County of Orange	Funding to expand and implement the partnership and service strategies to train individuals with barriers to employment; partnership with the community college system to create system change	Administrator / Regional Planning Lead	English language learners, immigrants, first gen college students	\$1,300,000	TBD	9/30/2025	0%	Anaheim WDB/ Santa Ana WDB
California Microbusiness COVID-19 Relief Grant Program	CA Office of the Small Business Advocate (CalOSBA)	County of Orange	Funding to distribute \$2,500 grants to eligible microbusinesses that have been impacted by COVID-19 and the associated health and safety restrictions.	Administstrator	MicroBusiness owners	\$3,975,481	12/29/2021	6/30/23	0%	N/A
Comprehensive and Accessible Reemployenet through Equitable Emoloyment Recovery (CAREERS) National Dislocated Worker Grants	Employment and Training Administration	County of Orange	The goal of the CAREER DWG is to help reemploy dislocated workers most affected by the economic and employment fallout from the COVID-19 pandemic. Grant will be a regional effort, in partnership with Anaheim and Santa Ana WDBs.	Administrator / Regional Planning Lead	Dislocated Workers (Marginalized Groups)	\$3,000,000	9/24/2021	9/23/23	\$1,500,000	N/A

VEAP 20-21	EDD	County of Orange	Efforts will be focused on outreach, recruitment, and providing initial assessment and immediate support services to veterans in Orange County.	Administrator / One-Stop Center System	Veterans with significant barriers to employment	\$ 500,000	04/01/21	3/31/23	\$1,019,200 (40% required)	N/A
Orange County's Regional Implementation/Slingshot 4.0	CA Workforce Development Board/EDD	County of Orange/OCWDB	Efforts will be focused on developing a Post COVID-19 Economic Development Strategy that includes regional and sub-regional workforce and economic development strategies that support equitable recovery efforts and an equitable regional economy; and providing capacity building and training and development opportunities that support RPU staff, providers, and regional partners, to be conducted during the regional collaborative partner meetings.	Administrator / Regional Planning Lead	N/A	\$ 375,000	04/01/21	12/31/2022 (no-cost 3 month extension)	0%	Anaheim WDB/ Santa Ana WDB
Summer Training & Employment Program for Students (STEPS) 2022 (pending award approval)	Foundation for CA Community Colleges/ CA Department of Rehabilitation	County of Orange	Funding will be used to serve students with disabilities (SWDs) ages 16-21 by working in cooperation with the Department of Rehabilitation (DOR) to provide workforce services to SWDs, specifically training and paid work experience. Students are coenrolled into the WIOA Youth program.	Administrator	Students with disabilities (SWDs) ages 16-21	\$ 264,500	07/01/22	6/30/23	0%	Goodwill of Orange County
Prison to Employment Initiative (P2E) 2.0	CA Workforce Development Board/EDD	Santa Ana WDB	Collaborative development of regional partnerships and plans to serve the formerly incarcerated and other justice involved.	Regional Partner	Formerly incarcerated and other justice involved individuals	\$ 884,000	01/01/23	12/31/25	0%	Anaheim WDB/ Santa Ana WDB
<b>TOTAL</b>						<b>\$ 10,430,231</b>				

December 5, 2022

Ms. Carma Lacy, Workforce Development Director  
County of Orange  
1300 S. Grand Avenue, Building B  
Santa Ana, CA 90630

Dear Ms. Carma Lacy

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) SUBGRANT AGREEMENT AA111023

Enclosed is a copy of modification number fifteen of your WIOA Subgrant Agreement. The purpose of this modification is to deobligate unexpended WIOA Formula funding from Round 2 Dislocated Worker funding in grant code 502 and close this grant code. This modification also deobligates unexpended Rapid Response by Formula funding from grant code 541, and Rapid Response Layoff Aversion funding from grant code 293 and close these grant codes.

If you have any questions, please contact your Regional Advisor.

Sincerely,

/s/Maria McNamara  
Manager  
Financial Management Unit

Enclosure

cc: Mr. Doug Chaffee, Chairman  
Yvette Quevedo, Regional Advisor  
Michelle Mori, Financial Management Unit

WIOA SUBGRANT AGREEMENT

County of Orange

SUBGRANT NO: AA111023  
 MODIFICATION NO: 15  
 SUBRECIPIENT CODE: ORA  
 UNIQUE ENTITY NO: 073507670  
 INDIRECT COST RATE: CAP

PASS-THROUGH ENTITY:  
 State of California  
 Employment Development Dept.  
 Central Office Workforce  
 Services Division  
 P.O.Box 826880, MIC 69  
 Sacramento, CA 94280-0001

SUBRECIPIENT: County of Orange  
 1300 S. GRAND AVENUE,  
 BUILDING B  
 SANTA ANA, CA 90630  
 GOVERNMENTAL  
 ENTITY: Yes

This Subgrant Agreement is entered into by and between the State of California, Employment Development Department, hereinafter the Pass-through Entity, and the **County of Orange**, hereinafter the Subrecipient. The Subrecipient agrees to operate a program in accordance with the provisions of this Subgrant and to have an approved Workforce Innovation and Opportunity Act (WIOA) Local Plan for the above named Pass-through Entity filed with the Pass-through Entity pursuant to the WIOA. This modification consists of this sheet and those of the following exhibits, which are attached hereto and by this reference made a part hereof:

- Funding Detail Chart
- Rapid Response by Formula
- Rapid Response Layoff Aversion
- Dislocated Worker Rd 2

<p>ALLOCATION(s)                  The Pass-through Entity agrees to reimburse the Subrecipient not to exceed the amount listed hereinafter 'TOTAL'</p>	<p>PRIOR AMOUNT                  INCREASE/DECREASE:                  TOTAL:</p>	<p>\$11,134,265.59                  (\$2,574,062.95)                  \$8,560,202.64</p>
<p>TERM OF AGREEMENT                  From:4/1/2020 To: 3/31/2023</p>	<p>Terms of Exhibits are as designated on each exhibit</p>	
<p>PURPOSE: The purpose of this modification is to deobligate unexpended WIOA Formula funding from Round 2 Dislocated Worker funding in grant code 502 and close this grant code. This modification also deobligates unexpended Rapid Response by Formula funding from grant code 541, and Rapid Response Layoff Aversion funding from grant code 293 and close these grant codes.</p>		
<p>APPROVED FOR PASS-THROUGH ENTITY(EDD)                  (By Signature)   <i>Maria McNamara for</i></p>	<p>APPROVED FOR SUBRECIPIENT (By Signature)                  Unilateral modification. Subrecipient Signature not required</p>	
<p>Name and Title                  KIMBERLEE MEYER                  CHIEF                  CENTRAL OFFICE WORKFORCE SERVICES                  DIVISION</p>	<p>Name and Title</p>	
<p>I hereby certify that to my knowledge, the budgeted funds are available for the period and purpose of expenditures as stated herein   <i>yong yu</i></p>	<p>This agreement does not fall within the meaning of Section 10295 of Chapter 2 of Part 2 of Division 2 of the Public Contract Code of the State of California and pursuant to 58 OPS Cal. Atty. Gen 586, is exempt from review or approval of the Dept. of General Services and the Dept. of Finance</p>	
<p>Signature of EDD Accounting Officer</p>		

Budget item: 7100      Fund: 0869      Budgetary Attachment: No  
 Chapter: 006      Statute: 2020      FY: 20/21



SUBGRANT AGREEMENT  
FUNDING DETAIL SHEETSUBGRANT NO:AA111023  
MODIFICATION NO:15

County of Orange

## I. Allocation

Funding Source	Prior Amount	Increase	Decrease	Adjusted Allocation
<b>WIA/WIOA 15% - Governor's Discretionary</b>				
96451 1218 Regional Plan Implementation (RPI) 4.0 PY 20-21 04/01/2021 to 12/31/2022 Prog/Element 61/40 Ref 001 Fed Catlg 17.258	\$375,000.00	\$0.00	\$0.00	\$375,000.00
98021 1225 VEAP PY 20-21 04/01/2021 to 03/31/2023 Prog/Element 61/40 Ref 001 Fed Catlg 17.258	\$500,000.00	\$0.00	\$0.00	\$500,000.00
<b>Total WIA/WIOA 15% - Governor's Discretionary</b>	<b>\$875,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$875,000.00</b>
<b>WIA/WIOA 25% - Dislocated Worker Rapid Response</b>				
96211 292 Rapid Response Layoff Aversion 07/01/2020 to 06/30/2022 Prog/Element 61/70 Ref 001 Fed Catlg 17.278	\$52,079.00	\$0.00	\$0.00	\$52,079.00
98421 293 Rapid Response Layoff Aversion 10/01/2020 to 06/30/2022 Prog/Element 61/70 Ref 001 Fed Catlg 17.278	\$233,115.00	\$0.00	(\$165,221.30)	\$67,893.70
96211 540 Rapid Response by Formula 07/01/2020 to 06/30/2022 Prog/Element 61/70 Ref 001 Fed Catlg 17.278	\$219,403.00	\$0.00	\$0.00	\$219,403.00
98421 541 Rapid Response by Formula 10/01/2020 to 06/30/2022 Prog/Element 61/70 Ref 001 Fed Catlg 17.278	\$982,083.00	\$0.00	(\$858,175.64)	\$123,907.36
<b>Total WIA/WIOA 25% - Dislocated Worker Rapid Response</b>	<b>\$1,486,680.00</b>	<b>\$0.00</b>	<b>(\$1,023,396.94)</b>	<b>\$463,283.06</b>
<b>WIA/WIOA Formula</b>				
96151 201 Adult Formula RD 1 07/01/2020 to 06/30/2022 Prog/Element 61/90 Ref 101 Fed Catlg 17.258	\$408,638.00	\$0.00	\$0.00	\$408,638.00
98281 202 Adult Formula Rd 2 10/01/2020 to 06/30/2022 Prog/Element 61/90 Ref 101 Fed Catlg 17.258	\$2,039,121.00	\$0.00	\$0.00	\$2,039,121.00
96101 301 Youth Formula Rd 1 04/01/2020 to 06/30/2022 Prog/Element 61/90 Ref 101 Fed Catlg 17.259	\$2,626,429.00	\$0.00	\$0.00	\$2,626,429.00
96201 501 Dislocated Worker Rd 1 07/01/2020 to 06/30/2022 Prog/Element 61/90 Ref 101 Fed Catlg 17.278	\$667,583.00	\$0.00	\$0.00	\$667,583.00
98211 502 Dislocated Worker Rd 2 10/01/2020 to 06/30/2022 Prog/Element 61/90 Ref 101 Fed Catlg 17.278	\$3,008,383.00	\$0.00	(\$1,550,666.01)	\$1,457,716.99
<b>Total WIA/WIOA Formula</b>	<b>\$8,750,154.00</b>	<b>\$0.00</b>	<b>(\$1,550,666.01)</b>	<b>\$7,199,487.99</b>
<b>WIA/WIOA National Emergency Grant</b>				
93871 1194 COVID-19 Employment Recovery NDWG 04/10/2020 to 03/31/2023 Prog/Element 62/10 Ref 001 Fed Catlg 17.277	\$22,431.59	\$0.00	\$0.00	\$22,431.59
<b>Total WIA/WIOA National Emergency Grant</b>	<b>\$22,431.59</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$22,431.59</b>

<b>Grand Total:</b>	<b>\$11,134,265.59</b>	<b>\$0.00</b>	<b>(\$2,574,062.95)</b>	<b>\$8,560,202.64</b>
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NARRATIVE

SUBGRANT NO:AA111023  
MODIFICATION NO: 15

SUBRECIPIENT:County of Orange  
FAIN NO: AA-34757-20-55-A-6  
FEDERAL AWARD DATE: 10/27/2020  
FUNDING SOURCE: Dislocated Worker Rd 2 - 502

TERM OF THESE FUNDS: 10/01/2020 - 06/30/2022

Use of funds added by this modification is limited to this period and additionally limited by the recapture provisions applicable to this funding source. The state may at its discretion recapture funds obligated under this exhibit, if expenditure plans are not being met.

PROGRAM NARRATIVE

The purpose of this modification is to deobligate \$1,550,666.01 of unexpended Round 2 Dislocated Worker Formula funds in grant code 502 per submitted closeout documentation and close this grant code.

This exhibit adds to and does not replace the terms and conditions of any other exhibit included in this agreement which terms and conditions remain in full force and effect.

WIOA (2015)

## NARRATIVE

SUBGRANT NO:AA111023  
MODIFICATION NO: 15

SUBRECIPIENT:County of Orange  
FAIN NO: AA-34757-20-55-A-6  
FEDERAL AWARD DATE: 10/27/2020  
FUNDING SOURCE: Rapid Response Layoff Aversion - 293

TERM OF THESE FUNDS: 10/01/2020 - 06/30/2022

Use of funds added by this modification is limited to this period and additionally limited by the recapture provisions applicable to this funding source. The state may at its discretion recapture funds obligated under this exhibit, if expenditure plans are not being met.

## PROGRAM NARRATIVE

The purpose of this modification is to deobligate \$165,221.30 of unexpended WIOA Rapid Response Layoff Aversion funding from grant code 293 per submitted closeout documentation and close this grant code.

This exhibit adds to and does not replace the terms and conditions of any other exhibit included in this agreement which terms and conditions remain in full force and effect.

WIOA (2015)

## NARRATIVE

SUBGRANT NO:AA111023  
MODIFICATION NO: 15

SUBRECIPIENT:County of Orange  
FAIN NO: AA-34757-20-55-A-6  
FEDERAL AWARD DATE: 10/27/2020  
FUNDING SOURCE: Rapid Response by Formula - 541

TERM OF THESE FUNDS: 10/01/2020 - 06/30/2022

Use of funds added by this modification is limited to this period and additionally limited by the recapture provisions applicable to this funding source. The state may at its discretion recapture funds obligated under this exhibit, if expenditure plans are not being met.

## PROGRAM NARRATIVE

The purpose of this modification is to deobligate \$858,175.64 of unexpended Rapid Response by Formula funding in grant code 541 per submitted closeout documentation and close this grant code.

This exhibit adds to and does not replace the terms and conditions of any other exhibit included in this agreement which terms and conditions remain in full force and effect.

WIOA (2015)



Gavin Newsom, Governor  
California Labor and Workforce Development Agency



December 5, 2022

Ms. Carma Lacy, Workforce Development Director  
County of Orange  
1300 S. Grand Avenue, Building B  
Santa Ana, CA 90630

Dear Ms. Carma Lacy

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) SUBGRANT AGREEMENT AA211023

Enclosed is a copy of modification number six of your WIOA Subgrant Agreement. The purpose of this modification is to deobligate unexpended Rapid Response by Formula funding from grant codes 540 and 541, and Rapid Response Layoff Aversion funding from grant codes 292 and 293 and close these grant codes.

If you have any questions, please contact your Regional Advisor.

Sincerely,

/s/Maria McNamara  
Manager  
Financial Management Unit

Enclosure

cc: Mr. Doug Chaffee, Chairman  
Yvette Quevedo, Regional Advisor  
Michelle Mori, Financial Management Unit

WIOA SUBGRANT AGREEMENT

County of Orange

SUBGRANT NO: AA211023  
 MODIFICATION NO: 6  
 SUBRECIPIENT CODE: ORA  
 UNIQUE ENTITY NO: 073507670  
 INDIRECT COST RATE:

PASS-THROUGH ENTITY:  
 State of California  
 Employment Development Dept.  
 Central Office Workforce  
 Services Division  
 P.O.Box 826880, MIC 69  
 Sacramento, CA 94280-0001

SUBRECIPIENT: County of Orange  
 1300 S. GRAND AVENUE,  
 BUILDING B  
 SANTA ANA, CA 90630  
  
 GOVERNMENTAL  
 ENTITY: Yes

This Subgrant Agreement is entered into by and between the State of California, Employment Development Department, hereinafter the Pass-through Entity, and the **County of Orange**, hereinafter the Subrecipient. The Subrecipient agrees to operate a program in accordance with the provisions of this Subgrant and to have an approved Workforce Innovation and Opportunity Act (WIOA) Local Plan for the above named Pass-through Entity filed with the Pass-through Entity pursuant to the WIOA. This modification consists of this sheet and those of the following exhibits, which are attached hereto and by this reference made a part hereof:

- Funding Detail Chart
- Rapid Response by Formula
- Rapid Response Layoff Aversion
- Rapid Response by Formula
- Rapid Response Layoff Aversion

ALLOCATION(s) The Pass-through Entity agrees to reimburse the Subrecipient not to exceed the amount listed hereinafter 'TOTAL'	PRIOR AMOUNT INCREASE/DECREASE: TOTAL:	\$11,473,273.00 (\$1,041,929.15) \$10,431,343.85
TERM OF AGREEMENT From:4/1/2021 To: 8/19/2023	Terms of Exhibits are as designated on each exhibit	
PURPOSE: The purpose of this modification is to deobligate unexpended Rapid Response by Formula funding from grant codes 540 and 541, and Rapid Response Layoff Aversion funding from grant codes 292 and 293 and close these grant codes.		
APPROVED FOR PASS-THROUGH ENTITY(EDD) (By Signature)  	APPROVED FOR SUBRECIPIENT (By Signature) Unilateral modification. Subrecipient Signature not required	
Name and Title KIMBERLEE MEYER CHIEF CENTRAL OFFICE WORKFORCE SERVICES DIVISION	Name and Title	
I hereby certify that to my knowledge, the budgeted funds are available for the period and purpose of expenditures as stated herein  	This agreement does not fall within the meaning of Section 10295 of Chapter 2 of Part 2 of Division 2 of the Public Contract Code of the State of California and pursuant to 58 OPS Cal. Atty. Gen 586, is exempt from review or approval of the Dept. of General Services and the Dept. of Finance	
Signature of EDD Accounting Officer		

Budget item: 7100      Fund: 0869      Budgetary Attachment: No  
 Chapter: 021      Statute: 2021      FY: 21/22



SUBGRANT AGREEMENT  
FUNDING DETAIL SHEETSUBGRANT NO:AA211023  
MODIFICATION NO:6

County of Orange

## I. Allocation

Funding Source	Prior Amount	Increase	Decrease	Adjusted Allocation
<b>WIA/WIOA 25% - Dislocated Worker Rapid Response</b>				
96212 292 Rapid Response Layoff Aversion 07/01/2021 to 09/30/2022 Prog/Element 61/70 Ref 001 Fed Catlg 17.278	\$51,264.00	\$0.00	(\$11,582.36)	\$39,681.64
98422 293 Rapid Response Layoff Aversion 10/01/2021 to 09/30/2022 Prog/Element 61/70 Ref 001 Fed Catlg 17.278	\$218,129.00	\$0.00	(\$218,129.00)	\$0.00
96212 540 Rapid Response by Formula 07/01/2021 to 09/30/2022 Prog/Element 61/70 Ref 001 Fed Catlg 17.278	\$171,476.00	\$0.00	(\$82,578.79)	\$88,897.21
98422 541 Rapid Response by Formula 10/01/2021 to 09/30/2022 Prog/Element 61/70 Ref 001 Fed Catlg 17.278	\$729,639.00	\$0.00	(\$729,639.00)	\$0.00
<b>Total WIA/WIOA 25% - Dislocated Worker Rapid Response</b>	<b>\$1,170,508.00</b>	<b>\$0.00</b>	<b>(\$1,041,929.15)</b>	<b>\$128,578.85</b>
<b>WIA/WIOA Formula</b>				
96152 201 Adult Formula RD 1 07/01/2021 to 06/30/2023 Prog/Element 61/90 Ref 101 Fed Catlg 17.258	\$552,216.00	\$0.00	\$0.00	\$552,216.00
98282 202 Adult Formula Rd 2 10/01/2021 to 06/30/2023 Prog/Element 61/90 Ref 101 Fed Catlg 17.258	\$2,602,657.00	\$0.00	\$0.00	\$2,602,657.00
96102 301 Youth Formula Rd 1 04/01/2021 to 06/30/2023 Prog/Element 61/90 Ref 101 Fed Catlg 17.259	\$3,295,177.00	\$0.00	\$0.00	\$3,295,177.00
96202 501 Dislocated Worker Rd 1 07/01/2021 to 06/30/2023 Prog/Element 61/90 Ref 101 Fed Catlg 17.278	\$733,087.00	\$0.00	\$0.00	\$733,087.00
98212 502 Dislocated Worker Rd 2 10/01/2021 to 06/30/2023 Prog/Element 61/90 Ref 101 Fed Catlg 17.278	\$3,119,628.00	\$0.00	\$0.00	\$3,119,628.00
<b>Total WIA/WIOA Formula</b>	<b>\$10,302,765.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$10,302,765.00</b>
<b>WIA/WIOA National Emergency Grant</b>				
*** 2065 Career NDWG - ORA 08/20/2021 to 08/19/2023 Prog/Element **/** Ref *** Fed Catlg 17.270	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total WIA/WIOA National Emergency Grant</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Grand Total:</b>	<b>\$11,473,273.00</b>	<b>\$0.00</b>	<b>(\$1,041,929.15)</b>	<b>\$10,431,343.85</b>

NARRATIVE

SUBGRANT NO:AA211023  
MODIFICATION NO: 6

SUBRECIPIENT:County of Orange  
FAIN NO: AA-36309-21-55-A-6  
FEDERAL AWARD DATE: 7/19/2021  
FUNDING SOURCE: Rapid Response by Formula - 540

TERM OF THESE FUNDS: 07/01/2021 - 09/30/2022

Use of funds added by this modification is limited to this period and additionally limited by the recapture provisions applicable to this funding source. The state may at its discretion recapture funds obligated under this exhibit, if expenditure plans are not being met.

PROGRAM NARRATIVE

The purpose of this modification is to deobligate \$82,578.79 of unexpended Rapid Response by Formula funding from grant code 540 per submitted closeout documentation and close this grant code.

This exhibit adds to and does not replace the terms and conditions of any other exhibit included in this agreement which terms and conditions remain in full force and effect.

WIOA (2015)

## NARRATIVE

SUBGRANT NO:AA211023  
MODIFICATION NO: 6

SUBRECIPIENT:County of Orange  
FAIN NO: AA-36309-21-55-A-6  
FEDERAL AWARD DATE:  
FUNDING SOURCE: Rapid Response by Formula - 541

TERM OF THESE FUNDS: 10/01/2021 - 09/30/2022

Use of funds added by this modification is limited to this period and additionally limited by the recapture provisions applicable to this funding source. The state may at its discretion recapture funds obligated under this exhibit, if expenditure plans are not being met.

## PROGRAM NARRATIVE

The purpose of this modification is to deobligate \$729,639 of unexpended Rapid Response by Formula funding from grant code 541 per submitted closeout documentation and close this grant code.

This exhibit adds to and does not replace the terms and conditions of any other exhibit included in this agreement which terms and conditions remain in full force and effect.

WIOA (2015)

## NARRATIVE

SUBGRANT NO:AA211023  
 MODIFICATION NO: 6

SUBRECIPIENT:County of Orange  
 FAIN NO: AA-36309-21-55-A-6  
 FEDERAL AWARD DATE: 7/19/2021  
 FUNDING SOURCE: Rapid Response Layoff Aversion - 292

TERM OF THESE FUNDS: 07/01/2021 - 09/30/2022

Use of funds added by this modification is limited to this period and additionally limited by the recapture provisions applicable to this funding source. The state may at its discretion recapture funds obligated under this exhibit, if expenditure plans are not being met.

## PROGRAM NARRATIVE

The purpose of this modification is to deobligate \$11,582.36 of unexpended WIOA Rapid Response Layoff Aversion funding from grant code 292 per submitted closeout documentation and close this grant code.

This exhibit adds to and does not replace the terms and conditions of any other exhibit included in this agreement which terms and conditions remain in full force and effect.

WIOA (2015)

## NARRATIVE

SUBGRANT NO:AA211023  
MODIFICATION NO: 6

SUBRECIPIENT:County of Orange  
FAIN NO: AA-36309-21-55-A-6  
FEDERAL AWARD DATE:  
FUNDING SOURCE: Rapid Response Layoff Aversion - 293

TERM OF THESE FUNDS: 10/01/2021 - 09/30/2022

Use of funds added by this modification is limited to this period and additionally limited by the recapture provisions applicable to this funding source. The state may at its discretion recapture funds obligated under this exhibit, if expenditure plans are not being met.

## PROGRAM NARRATIVE

The purpose of this modification is to deobligate \$218,129 of unexpended WIOA Rapid Response Layoff Aversion funding from grant code 293 per submitted closeout documentation and close this grant code.

This exhibit adds to and does not replace the terms and conditions of any other exhibit included in this agreement which terms and conditions remain in full force and effect.

WIOA (2015)

WIOA SUBGRANT AGREEMENT

County of Orange

SUBGRANT NO: AA311023  
 MODIFICATION NO: 1  
 SUBRECIPIENT CODE: ORA  
 UNIQUE ENTITY NO: 073507670  
 INDIRECT COST RATE:

PASS-THROUGH ENTITY:  
 State of California  
 Employment Development Dept.  
 Central Office Workforce  
 Services Division  
 P.O.Box 826880, MIC 69  
 Sacramento, CA 94280-0001

SUBRECIPIENT: County of Orange  
 1300 S. GRAND AVENUE,  
 BUILDING B  
 SANTA ANA, CA 90630  
 GOVERNMENTAL  
 ENTITY: Yes

This Subgrant Agreement is entered into by and between the State of California, Employment Development Department, hereinafter the Pass-through Entity, and the **County of Orange**, hereinafter the Subrecipient. The Subrecipient agrees to operate a program in accordance with the provisions of this Subgrant and to have an approved Workforce Innovation and Opportunity Act (WIOA) Local Plan for the above named Pass-through Entity filed with the Pass-through Entity pursuant to the WIOA. This modification consists of this sheet and those of the following exhibits, which are attached hereto and by this reference made a part hereof:

- Funding Detail Chart
- Rapid Response Layoff Aversion
- Rapid Response by Formula
- Adult Formula RD 1
- Dislocated Worker Rd 1

ALLOCATION(s) The Pass-through Entity agrees to reimburse the Subrecipient not to exceed the amount listed hereinafter 'TOTAL'	PRIOR AMOUNT INCREASE/DECREASE: TOTAL:	\$3,973,723.00 \$1,877,045.00 \$5,850,768.00
TERM OF AGREEMENT From:4/1/2022 To: 6/30/2024	Terms of Exhibits are as designated on each exhibit	
PURPOSE: The purpose of this modification is to incorporate Round 1 WIOA formula funding for Program Year (PY) 2022-23 into grant codes 201, 292, 501, and 540.		
APPROVED FOR PASS-THROUGH ENTITY(EDD) (By Signature)  <i>Maria McNamara for</i>	APPROVED FOR SUBRECIPIENT (By Signature) Unilateral modification. Subrecipient Signature not required	
Name and Title KIMBERLEE MEYER CHIEF CENTRAL OFFICE WORKFORCE SERVICES DIVISION	Name and Title	
I hereby certify that to my knowledge, the budgeted funds are available for the period and purpose of expenditures as stated herein	This agreement does not fall within the meaning of Section 10295 of Chapter 2 of Part 2 of Division 2 of the Public Contract Code of the State of California and pursuant to 58 OPS Cal. Atty. Gen 586, is exempt from review or approval of the Dept. of General Services and the Dept. of Finance	
Signature of EDD Accounting Officer		

Budget item: 7100      Fund: 0869      Budgetary Attachment: No  
 Chapter:              Statute: 2022      FY: 22/23



SUBGRANT AGREEMENT  
FUNDING DETAIL SHEETSUBGRANT NO:AA311023  
MODIFICATION NO:1

County of Orange

## I. Allocation

Funding Source	Prior Amount	Increase	Decrease	Adjusted Allocation
<b>WIA/WIOA 25% - Dislocated Worker Rapid Response</b>				
96213 292 Rapid Response Layoff Aversion 07/01/2022 to 06/30/2023 Prog/Element 61/70 Ref 001 Fed Catlg 17.278	\$0.00	\$39,983.00	\$0.00	\$39,983.00
96213 540 Rapid Response by Formula 07/01/2022 to 06/30/2023 Prog/Element 61/70 Ref 001 Fed Catlg 17.278	\$0.00	\$135,907.00	\$0.00	\$135,907.00
<b>Total WIA/WIOA 25% - Dislocated Worker Rapid Response</b>	<b>\$0.00</b>	<b>\$175,890.00</b>	<b>\$0.00</b>	<b>\$175,890.00</b>
<b>WIA/WIOA Formula</b>				
96153 201 Adult Formula RD 1 07/01/2022 to 06/30/2024 Prog/Element 61/90 Ref 001 Fed Catlg 17.258	\$0.00	\$695,562.00	\$0.00	\$695,562.00
96103 301 Youth Formula Rd 1 04/01/2022 to 06/30/2024 Prog/Element 61/90 Ref 101 Fed Catlg 17.259	\$3,973,723.00	\$0.00	\$0.00	\$3,973,723.00
96203 501 Dislocated Worker Rd 1 07/01/2022 to 06/30/2024 Prog/Element 61/90 Ref 101 Fed Catlg 17.278	\$0.00	\$1,005,593.00	\$0.00	\$1,005,593.00
<b>Total WIA/WIOA Formula</b>	<b>\$3,973,723.00</b>	<b>\$1,701,155.00</b>	<b>\$0.00</b>	<b>\$5,674,878.00</b>
<b>Grand Total:</b>	<b>\$3,973,723.00</b>	<b>\$1,877,045.00</b>	<b>\$0.00</b>	<b>\$5,850,768.00</b>

NARRATIVE

SUBGRANT NO:AA311023  
MODIFICATION NO: 1

SUBRECIPIENT:County of Orange  
FAIN NO: AA-38518-22-55-A-6  
FEDERAL AWARD DATE: 7/18/2022  
FUNDING SOURCE: Adult Formula RD 1 - 201

TERM OF THESE FUNDS: 07/01/2022 - 06/30/2024

Use of funds added by this modification is limited to this period and additionally limited by the recapture provisions applicable to this funding source. The state may at its discretion recapture funds obligated under this exhibit, if expenditure plans are not being met.

PROGRAM NARRATIVE

Workforce Innovation and Opportunity Act (WIOA) Adult Formula funds are being incorporated into the Program Year (PY) 2022-23 Subgrant Agreement to support the WIOA Adult Program. The funds in grant code 201 consist of first round funding and are available for expenditures from July 1, 2022 through June 30, 2024. FAIN AA-38518-22-55-A-6.

This exhibit adds to and does not replace the terms and conditions of any other exhibit included in this agreement which terms and conditions remain in full force and effect.

WIOA (2015)

NARRATIVE

SUBGRANT NO:AA311023  
MODIFICATION NO: 1

SUBRECIPIENT:County of Orange  
FAIN NO: AA-38518-22-55-A-6  
FEDERAL AWARD DATE: 7/18/2022  
FUNDING SOURCE: Dislocated Worker Rd 1 - 501

TERM OF THESE FUNDS: 07/01/2022 - 06/30/2024

Use of funds added by this modification is limited to this period and additionally limited by the recapture provisions applicable to this funding source. The state may at its discretion recapture funds obligated under this exhibit, if expenditure plans are not being met.

PROGRAM NARRATIVE

Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker Formula funds are being incorporated into the Program Year (PY) 2022-23 Subgrant Agreement to support the WIOA Dislocated Worker Program. The funds in grant code 501 consist of first round funding and are available for expenditures from July 1, 2022 through June 30, 2024. FAIN AA-38518-22-55-A-6.

This exhibit adds to and does not replace the terms and conditions of any other exhibit included in this agreement which terms and conditions remain in full force and effect.

WIOA (2015)

## NARRATIVE

SUBGRANT NO:AA311023  
 MODIFICATION NO: 1

SUBRECIPIENT:County of Orange  
 FAIN NO: AA-38518-22-55-A-6  
 FEDERAL AWARD DATE:  
 FUNDING SOURCE: Rapid Response by Formula - 540

TERM OF THESE FUNDS: 07/01/2022 - 06/30/2023

Use of funds added by this modification is limited to this period and additionally limited by the recapture provisions applicable to this funding source. The state may at its discretion recapture funds obligated under this exhibit, if expenditure plans are not being met.

## PROGRAM NARRATIVE

These Workforce Innovation and Opportunity Act (WIOA) 25 percent Rapid Response (RR) funds are being incorporated into your Program Year (PY) 2022-23 Subgrant Agreement to support the WIOA Dislocated Worker Program. The funds in grant code 540 consist of first round funding and are available for expenditures from July 1, 2022 through June 30, 2023. These "formula based" Rapid Response funds (see WSD 16-04) must be used for the cost of required and allowable Rapid Response activities in response to layoffs, business closures, and natural disasters. FAIN AA-38518-22-55-A-6.

This exhibit adds to and does not replace the terms and conditions of any other exhibit included in this agreement which terms and conditions remain in full force and effect.

WIOA (2015)

## NARRATIVE

SUBGRANT NO:AA311023  
 MODIFICATION NO: 1

SUBRECIPIENT:County of Orange  
 FAIN NO: AA-38518-22-55-A-6  
 FEDERAL AWARD DATE:  
 FUNDING SOURCE: Rapid Response Layoff Aversion - 292

TERM OF THESE FUNDS: 07/01/2022 - 06/30/2023

Use of funds added by this modification is limited to this period and additionally limited by the recapture provisions applicable to this funding source. The state may at its discretion recapture funds obligated under this exhibit, if expenditure plans are not being met.

## PROGRAM NARRATIVE

Layoff Aversion funds are being incorporated into the Program Year (PY) 2022-23 Subgrant Agreement to support the Layoff Aversion Program. These funds in grant code 292 will support local areas through a high performing Rapid Response strategy, which will emphasize coordinated efforts to avert layoffs in the effort to save jobs and are available for expenditures from July 1, 2022 through June 30, 2023. FAIN AA-38518-22-55-A-6.

This exhibit adds to and does not replace the terms and conditions of any other exhibit included in this agreement which terms and conditions remain in full force and effect.

WIOA (2015)

Subgrantee Code: County of Orange

Report Type: M

Grant Code: 540

Grant Term: 07/01/2022-06/30/2023

Report Period: 202210

**I. SUBGRANT INFORMATION**

1. Year Of Appropriation	2022
2. Report Revision Number	0
3. Subgrant Number	AA311023
4. Subgrant Term From-To:	4/1/2022-6/30/2024
5. Total Allotment	\$135,907.00
6. Closeout Report (Y/N)	No

**II. TOTAL EXPENDITURES (Admin + Program)**

\$23,288.38

**III. ADMINISTRATIVE EXPENDITURES**

1. Administrative Cash Expenditures	\$13,590.70
2. Administrative Accrued Expenditures	\$0.00
3. Total Admin Expenditures	\$13,590.70

**IV. OTHER REPORTABLE ITEMS (ADMIN)**

1. Non-Federal Support (Stand-in)	\$1,306.98
2. Unliquidated Obligations	\$0.00
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

**V. CUMULATIVE EXPENDITURES (PROGRAM)**

1. Program Cash Expenditures	\$9,697.68
2. Program Accrued Expenditures	\$0.00
3. Total 25% Rapid Response	\$9,697.68

**VI. OTHER REPORTABLE ITEMS (PROGRAM)**

1. Non-Federal Support (Stand-in)	\$0.00
2. Unliquidated Obligations	\$112,618.62
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

**VII. MISCELLANEOUS ITEMS (ADMIN AND/OR PROGRAM)**

	Cash Contributions	In-Kind Contributions	Total
1. Federal Mandated Match	\$0.00	\$0.00	\$0.00
2. State Mandated Match	\$0.00	\$0.00	\$0.00
3. Federal Leveraged Resources	\$0.00	\$0.00	\$0.00
4. Non-Federal Leveraged Resources	\$0.00	\$0.00	\$0.00

**VIII. 9130 - RECIPIENT SHARE OF EXPENDITURES**

1. Total Recipient Share of Expenditures	\$1,306.98
2. Total Program Income Earned	\$0.00
3. Total Program Income Expended	\$0.00

**IX. COMMENTS**

**X. CERTIFICATION**

1. Name	2. Title	3. Phone Number	
Carma, Lacy	OCWEDD Director	(714) 480-6420	
4. Contact Name	5. Contact Title	6. Phone Number	7. Date Submitted
Jacqueline Rogers	Fiscal Manager	(714) 480-6527	11/14/2022




Signature \_\_\_\_\_ Date \_\_\_\_\_

Subgrantee Code: County of Orange      Report Type: M  
 Grant Code: 541  
 Grant Term: 10/01/2022-06/30/2023      Report Period: 202210

**I. SUBGRANT INFORMATION**

1. Year Of Appropriation	2022
2. Report Revision Number	0
3. Subgrant Number	AA311023
4. Subgrant Term From-To:	4/1/2022-6/30/2024
5. Total Allotment	\$539,929.00
6. Closeout Report (Y/N)	No

**II. TOTAL EXPENDITURES (Admin + Program)** \$39,469.41

**III. ADMINISTRATIVE EXPENDITURES**

1. Administrative Cash Expenditures	\$39,469.41
2. Administrative Accrued Expenditures	\$0.00
3. Total Admin Expenditures	\$39,469.41

**IV. OTHER REPORTABLE ITEMS (ADMIN)**

1. Non-Federal Support (Stand-in)	\$2,215.09
2. Unliquidated Obligations	\$0.00
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

**V. CUMULATIVE EXPENDITURES (PROGRAM)**

1. Program Cash Expenditures	\$0.00
2. Program Accrued Expenditures	\$0.00
3. Total 25% Rapid Response	\$0.00

**VI. OTHER REPORTABLE ITEMS (PROGRAM)**

1. Non-Federal Support (Stand-in)	\$0.00
2. Unliquidated Obligations	\$0.00
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

**VII. MISCELLANEOUS ITEMS (ADMIN AND/OR PROGRAM)**

	Cash Contributions	In-Kind Contributions	Total
1. Federal Mandated Match	\$0.00	\$0.00	\$0.00
2. State Mandated Match	\$0.00	\$0.00	\$0.00
3. Federal Leveraged Resources	\$0.00	\$0.00	\$0.00
4. Non-Federal Leveraged Resources	\$0.00	\$0.00	\$0.00

**VIII. 9130 - RECIPIENT SHARE OF EXPENDITURES**

1. Total Recipient Share of Expenditures	\$2,215.09
2. Total Program Income Earned	\$0.00
3. Total Program Income Expended	\$0.00

**IX. COMMENTS**

**X. CERTIFICATION**

1. Name	2. Title	3. Phone Number	
Carma, Lacy	OCWEDD Director	(714) 480-6420	
4. Contact Name	5. Contact Title	6. Phone Number	7. Date Submitted
Jacqueline Rogers	Fiscal Manager	(714) 480-6527	11/14/2022

  
 \_\_\_\_\_  
 Signature

  
 \_\_\_\_\_  
 Date

Subgrantee Code: County of Orange

Report Type: M

Grant Code: 292

Grant Term: 07/01/2022-06/30/2023

Report Period: 202210

**I. SUBGRANT INFORMATION**

1. Year Of Appropriation	2022
2. Report Revision Number	0
3. Subgrant Number	AA311023
4. Subgrant Term From-To:	4/1/2022-6/30/2024
5. Total Allotment	\$39,983.00
6. Closeout Report (Y/N)	No

**II. TOTAL EXPENDITURES (Admin + Program)**

\$2,028.54

**III. ADMINISTRATIVE EXPENDITURES**

1. Administrative Cash Expenditures	\$0.00
2. Administrative Accrued Expenditures	\$0.00
3. Total Admin Expenditures	\$0.00

**IV. OTHER REPORTABLE ITEMS (ADMIN)**

1. Non-Federal Support (Stand-in)	\$0.00
2. Unliquidated Obligations	\$0.00
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

**V. CUMULATIVE EXPENDITURES (PROGRAM)**

1. Program Cash Expenditures	\$2,028.54
2. Program Accrued Expenditures	\$0.00
3. Total 25% Rapid Response	\$2,028.54

**VI. OTHER REPORTABLE ITEMS (PROGRAM)**

1. Non-Federal Support (Stand-in)	\$0.00
2. Unliquidated Obligations	\$37,954.46
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

**VII. MISCELLANEOUS ITEMS (ADMIN AND/OR PROGRAM)**

	Cash Contributions	In-Kind Contributions	Total
1. Federal Mandated Match	\$0.00	\$0.00	\$0.00
2. State Mandated Match	\$0.00	\$0.00	\$0.00
3. Federal Leveraged Resources	\$0.00	\$0.00	\$0.00
4. Non-Federal Leveraged Resources	\$0.00	\$0.00	\$0.00

**VIII. 9130 - RECIPIENT SHARE OF EXPENDITURES**

1. Total Recipient Share of Expenditures	\$0.00
2. Total Program Income Earned	\$0.00
3. Total Program Income Expended	\$0.00

**IX. COMMENTS**

**X. CERTIFICATION**

1. Name	2. Title	3. Phone Number	
Carma, Lacy	OCWEDD Director	(714) 480-6420	
4. Contact Name	5. Contact Title	6. Phone Number	7. Date Submitted
Jacqueline Rogers	Fiscal Manager	(714) 480-6527	11/14/2022

  
 \_\_\_\_\_  
 Signature

  
 \_\_\_\_\_  
 Date

Subgrantee Code: County of Orange

Report Type: M

Grant Code: 293

Grant Term: 10/01/2022-06/30/2023

Report Period: 202210

**I. SUBGRANT INFORMATION**

1. Year Of Appropriation	2022
2. Report Revision Number	0
3. Subgrant Number	AA311023
4. Subgrant Term From-To:	4/1/2022-6/30/2024
5. Total Allotment	\$158,842.00
6. Closeout Report (Y/N)	No

<b>II. TOTAL EXPENDITURES (Admin + Program)</b>	\$0.00
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**III. ADMINISTRATIVE EXPENDITURES**

1. Administrative Cash Expenditures	\$0.00
2. Administrative Accrued Expenditures	\$0.00
3. Total Admin Expenditures	\$0.00

**IV. OTHER REPORTABLE ITEMS (ADMIN)**

1. Non-Federal Support (Stand-in)	\$0.00
2. Unliquidated Obligations	\$0.00
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

**V. CUMULATIVE EXPENDITURES (PROGRAM)**

1. Program Cash Expenditures	\$0.00
2. Program Accrued Expenditures	\$0.00
3. Total 25% Rapid Response	\$0.00

**VI. OTHER REPORTABLE ITEMS (PROGRAM)**

1. Non-Federal Support (Stand-in)	\$0.00
2. Unliquidated Obligations	\$0.00
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

**VII. MISCELLANEOUS ITEMS (ADMIN AND/OR PROGRAM)**

	Cash Contributions	In-Kind Contributions	Total
1. Federal Mandated Match	\$0.00	\$0.00	\$0.00
2. State Mandated Match	\$0.00	\$0.00	\$0.00
3. Federal Leveraged Resources	\$0.00	\$0.00	\$0.00
4. Non-Federal Leveraged Resources	\$0.00	\$0.00	\$0.00

**VIII. 9130 - RECIPIENT SHARE OF EXPENDITURES**

1. Total Recipient Share of Expenditures	\$0.00
2. Total Program Income Earned	\$0.00
3. Total Program Income Expended	\$0.00

**IX. COMMENTS****X. CERTIFICATION**

1. Name	2. Title	3. Phone Number	
Carma, Lacy	OCWEDD Director	(714) 480-6420	
4. Contact Name	5. Contact Title	6. Phone Number	7. Date Submitted
Jacqueline Rogers	Fiscal Manager	(714) 480-6527	11/14/2022

Signature

Date

Subgrantee Code: County of Orange      Report Type: M  
 Grant Code: 1218  
 Grant Term: 04/01/2021-12/31/2022      Report Period: 202210

**I. SUBGRANT INFORMATION**

1. Year Of Appropriation	2020
2. Report Revision Number	0
3. Subgrant Number	AA111023
4. Subgrant Term From-To:	4/1/2020-3/31/2023
5. Total Allotment	\$375,000.00
6. Closeout Report (Y/N)	No

**II. TOTAL EXPENDITURES (Admin + Program)** \$189,198.95

**III. ADMINISTRATIVE EXPENDITURES**

1. Administrative Cash Expenditures	\$24,028.90
2. Administrative Accrued Expenditures	\$0.00
3. Total Admin Expenditures	\$24,028.90

**IV. OTHER REPORTABLE ITEMS (ADMIN)**

1. Non-Federal Support (Stand-in)	\$2,246.48
2. Unliquidated Obligations	\$0.00
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

**V. CUMULATIVE EXPENDITURES (PROGRAM)**

	Cash Expenditure	Accrued Expenditure	Total Expenditure
1. Core Self Services			\$0.00
2. Core Registration/WIOA Career Services Basic			\$0.00
3. Intensive Services/WIOA Career Services Ind.			\$0.00
4. Career Services Follow-Up			\$0.00
5. WIOA Training Services			
a. WIOA Training Payments			\$0.00
b. WIOA Other Training Services			\$0.00
c. WIOA Training Supportive Services			\$0.00
6. Other			\$165,170.05
7. Total Program Expenditure	\$153,009.24	\$12,160.81	\$165,170.05

**VI. OTHER REPORTABLE ITEMS (PROGRAM)**

1. Non-Federal Support (Stand-in)	\$0.00
2. Unliquidated Obligations	\$185,801.05
a. Unliquidated Obligations-Core and Intensive Services/Career Services	\$0.00
b. Unliquidated Obligations-Training Services	\$0.00
c. Unliquidated Obligations-Other	\$185,801.05
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

**VII. MISCELLANEOUS ITEMS (ADMIN AND/OR PROGRAM)**

	Cash Contributions	In-Kind Contributions	Total
1. Federal Mandated Match	\$0.00	\$0.00	\$0.00
2. State Mandated Match	\$0.00	\$0.00	\$0.00
3. Federal Leveraged Resources	\$0.00	\$0.00	\$0.00
4. Non-Federal Leveraged Resources	\$0.00	\$0.00	\$0.00
5. Leveraged Training Resources			\$0.00
6. Fed Share of Unliquidated Obligations for PFP			\$0.00
7. PFP Contract Expenditures			\$0.00
8. Transitional Jobs Expenditures			\$0.00
9. Incumbent Worker Training Expenditures			\$0.00

**VIII. 9130 - RECIPIENT SHARE OF EXPENDITURES**

1. Total Recipient Share of Expenditures	\$2,246.48
2. Total Program Income Earned	\$0.00
3. Total Program Income Expended	\$0.00

**IX. COMMENTS**

**X. CERTIFICATION**

1. Name	2. Title	3. Phone Number	
Carma, Lacy	OCWEDD Director	(714) 480-6420	
4. Contact Name	5. Contact Title	6. Phone Number	7. Date Submitted
Jacqueline Rogers	Fiscal Manager	(714) 480-6527	11/14/2022

  
 \_\_\_\_\_  
 Signature

  
 \_\_\_\_\_  
 Date

Subgrantee Code: County of Orange      Report Type: M  
 Grant Code: 1225  
 Grant Term: 04/01/2021-03/31/2023      Report Period: 202210

**I. SUBGRANT INFORMATION**

1. Year Of Appropriation	2020
2. Report Revision Number	0
3. Subgrant Number	AA111023
4. Subgrant Term From-To:	4/1/2020-3/31/2023
5. Total Allotment	\$500,000.00
6. Closeout Report (Y/N)	No

**II. TOTAL EXPENDITURES (Admin + Program)** \$408,669.02

**III. ADMINISTRATIVE EXPENDITURES**

1. Administrative Cash Expenditures	\$37,500.00
2. Administrative Accrued Expenditures	\$0.00
3. Total Admin Expenditures	\$37,500.00

**IV. OTHER REPORTABLE ITEMS (ADMIN)**

1. Non-Federal Support (Stand-in)	\$24,285.26
2. Unliquidated Obligations	\$0.00
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

**V. CUMULATIVE EXPENDITURES (PROGRAM)**

	Cash Expenditure	Accrued Expenditure	Total Expenditure
1. Core Self Services			\$0.00
2. Core Registration/WIOA Career Services Basic			\$0.00
3. Intensive Services/WIOA Career Services Ind.			\$0.00
4. Career Services Follow-Up			\$0.00
5. WIOA Training Services			
a. WIOA Training Payments			\$0.00
b. WIOA Other Training Services			\$0.00
c. WIOA Training Supportive Services			\$0.00
6. Other			\$371,169.02
7. Total Program Expenditure	\$371,169.02	\$0.00	\$371,169.02

**VI. OTHER REPORTABLE ITEMS (PROGRAM)**

1. Non-Federal Support (Stand-in)	\$0.00
2. Unliquidated Obligations	\$91,330.98
a. Unliquidated Obligations-Core and Intensive Services/Career Services	\$0.00
b. Unliquidated Obligations-Training Services	\$0.00
c. Unliquidated Obligations-Other	\$91,330.98
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

**VII. MISCELLANEOUS ITEMS (ADMIN AND/OR PROGRAM)**

	Cash Contributions	In-Kind Contributions	Total
1. Federal Mandated Match	\$0.00	\$0.00	\$0.00
2. State Mandated Match	\$0.00	\$0.00	\$0.00
3. Federal Leveraged Resources	\$0.00	\$0.00	\$0.00
4. Non-Federal Leveraged Resources	\$0.00	\$0.00	\$0.00
5. Leveraged Training Resources			\$0.00
6. Fed Share of Unliquidated Obligations for PFP			\$0.00
7. PFP Contract Expenditures			\$0.00
8. Transitional Jobs Expenditures			\$0.00
9. Incumbent Worker Training Expenditures			\$0.00

**VIII. 9130 - RECIPIENT SHARE OF EXPENDITURES**

1. Total Recipient Share of Expenditures	\$24,285.26
2. Total Program Income Earned	\$0.00
3. Total Program Income Expended	\$0.00

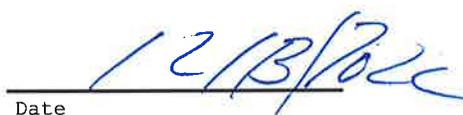
**IX. COMMENTS**

**X. CERTIFICATION**

1. Name	2. Title	3. Phone Number	
Carma, Lacy	OCWEDD Director	(714) 480-6420	
4. Contact Name	5. Contact Title	6. Phone Number	7. Date Submitted
Jacqueline Rogers	Fiscal Manager	(714) 480-6527	11/14/2022



Signature



Date

Subgrantee Code: County of Orange

Report Type: M

Grant Code: 1218

Grant Term: 04/01/2021-12/31/2022

Report Period: 202211

**I.SUBGRANT INFORMATION**

1. Year Of Appropriation	2020
2. Report Revision Number	0
3. Subgrant Number	AA111023
4. Subgrant Term From-To:	4/1/2020-3/31/2023
5. Total Allotment	\$375,000.00
6. Closeout Report (Y/N)	No

<b>II. TOTAL EXPENDITURES (Admin + Program)</b>	<b>\$239,598.95</b>
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**III. ADMINISTRATIVE EXPENDITURES**

1. Administrative Cash Expenditures	\$24,028.90
2. Administrative Accrued Expenditures	\$0.00
3. Total Admin Expenditures	\$24,028.90

**IV. OTHER REPORTABLE ITEMS (ADMIN)**

1. Non-Federal Support (Stand-in)	\$2,246.48
2. Unliquidated Obligations	\$0.00
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

**V. CUMULATIVE EXPENDITURES (PROGRAM)**

	Cash Expenditure	Accrued Expenditure	Total Expenditure
1. Core Self Services			\$0.00
2. Core Registration/WIOA Career Services Basic			\$0.00
3. Intensive Services/WIOA Career Services Ind.			\$0.00
4. Career Services Follow-Up			\$0.00
5. WIOA Training Services			
a. WIOA Training Payments			\$0.00
b. WIOA Other Training Services			\$0.00
c. WIOA Training Supportive Services			\$0.00
6. Other			\$215,570.05
7. Total Program Expenditure	\$175,570.05	\$40,000.00	\$215,570.05

**VI. OTHER REPORTABLE ITEMS (PROGRAM)**

1. Non-Federal Support (Stand-in)	\$0.00
2. Unliquidated Obligations	\$135,401.05
a. Unliquidated Obligations-Core and Intensive Services/Career Services	\$0.00
b. Unliquidated Obligations-Training Services	\$0.00
c. Unliquidated Obligations-Other	\$135,401.05
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

VII. MISCELLANEOUS ITEMS (ADMIN AND/OR PROGRAM)	Cash Contributions	In-Kind Contributions	Total
1. Federal Mandated Match	\$0.00	\$0.00	\$0.00
2. State Mandated Match	\$0.00	\$0.00	\$0.00
3. Federal Leveraged Resources	\$0.00	\$0.00	\$0.00
4. Non-Federal Leveraged Resources	\$0.00	\$0.00	\$0.00
5. Leveraged Training Resources			\$0.00
6. Fed Share of Unliquidated Obligations for PFP			\$0.00
7. PFP Contract Expenditures			\$0.00
8. Transitional Jobs Expenditures			\$0.00
9. Incumbent Worker Training Expenditures			\$0.00
<b>VIII. 9130 - RECIPIENT SHARE OF EXPENDITURES</b>			
1. Total Recipient Share of Expenditures			\$2,246.48
2. Total Program Income Earned			\$0.00
3. Total Program Income Expended			\$0.00

**IX. COMMENTS**

**X. CERTIFICATION**

1. Name	2. Title	3. Phone Number	
Carma, Lacy	OCWEDD Director	(714) 480-6420	
4. Contact Name	5. Contact Title	6. Phone Number	7. Date Submitted
Jacqueline Rogers	Fiscal Manager	(714) 480-6527	12/13/2022

  
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 Signature

  
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 Date

Subgrantee Code: County of Orange  
 Grant Code: 1225  
 Grant Term: 04/01/2021-03/31/2023

Report Type: M  
 Report Period: 202211

**I. SUBGRANT INFORMATION**

1. Year Of Appropriation	2020
2. Report Revision Number	0
3. Subgrant Number	AA111023
4. Subgrant Term From-To:	4/1/2020-3/31/2023
5. Total Allotment	\$500,000.00
6. Closeout Report (Y/N)	No

<b>II. TOTAL EXPENDITURES (Admin + Program)</b>	<b>\$431,236.50</b>
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**III. ADMINISTRATIVE EXPENDITURES**

1. Administrative Cash Expenditures	\$37,500.00
2. Administrative Accrued Expenditures	\$0.00
3. Total Admin Expenditures	\$37,500.00

**IV. OTHER REPORTABLE ITEMS (ADMIN)**

1. Non-Federal Support (Stand-in)	\$24,285.26
2. Unliquidated Obligations	\$0.00
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

**V. CUMULATIVE EXPENDITURES (PROGRAM)**

	Cash Expenditure	Accrued Expenditure	Total Expenditure
1. Core Self Services			\$0.00
2. Core Registration/WIOA Career Services Basic			\$0.00
3. Intensive Services/WIOA Career Services Ind.			\$0.00
4. Career Services Follow-Up			\$0.00
5. WIOA Training Services			
a. WIOA Training Payments			\$0.00
b. WIOA Other Training Services			\$0.00
c. WIOA Training Supportive Services			\$0.00
6. Other			\$393,736.50
7. Total Program Expenditure	\$393,736.50	\$0.00	\$393,736.50

**VI. OTHER REPORTABLE ITEMS (PROGRAM)**

1. Non-Federal Support (Stand-in)	\$0.00
2. Unliquidated Obligations	\$68,763.50
a. Unliquidated Obligations-Core and Intensive Services/Career Services	\$0.00
b. Unliquidated Obligations-Training Services	\$0.00
c. Unliquidated Obligations-Other	\$68,763.50
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

VII. MISCELLANEOUS ITEMS (ADMIN AND/OR PROGRAM)	Cash Contributions	In-Kind Contributions	Total
1. Federal Mandated Match	\$0.00	\$0.00	\$0.00
2. State Mandated Match	\$0.00	\$0.00	\$0.00
3. Federal Leveraged Resources	\$0.00	\$0.00	\$0.00
4. Non-Federal Leveraged Resources	\$0.00	\$0.00	\$0.00
5. Leveraged Training Resources			\$0.00
6. Fed Share of Unliquidated Obligations for PFP			\$0.00
7. PFP Contract Expenditures			\$0.00
8. Transitional Jobs Expenditures			\$0.00
9. Incumbent Worker Training Expenditures			\$0.00
<b>VIII. 9130 - RECIPIENT SHARE OF EXPENDITURES</b>			
1. Total Recipient Share of Expenditures			\$24,285.26
2. Total Program Income Earned			\$0.00
3. Total Program Income Expended			\$0.00

**IX. COMMENTS**

**X. CERTIFICATION**

1. Name	2. Title	3. Phone Number	
Carma, Lacy	OCWEDD Director	(714) 480-6420	
4. Contact Name	5. Contact Title	6. Phone Number	7. Date Submitted
Jacqueline Rogers	Fiscal Manager	(714) 480-6527	12/13/2022

  
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 Signature

  
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 Date

Subgrantee Code: County of Orange  
 Grant Code: 540  
 Grant Term: 07/01/2022-06/30/2023

Report Type: M  
 Report Period: 202211

**I. SUBGRANT INFORMATION**

1. Year Of Appropriation	2022
2. Report Revision Number	0
3. Subgrant Number	AA311023
4. Subgrant Term From-To:	4/1/2022-6/30/2024
5. Total Allotment	\$135,907.00
6. Closeout Report (Y/N)	No

<b>II. TOTAL EXPENDITURES (Admin + Program)</b>	<b>\$35,407.10</b>
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**III. ADMINISTRATIVE EXPENDITURES**

1. Administrative Cash Expenditures	\$13,590.70
2. Administrative Accrued Expenditures	\$0.00
3. Total Admin Expenditures	\$13,590.70

**IV. OTHER REPORTABLE ITEMS (ADMIN)**

1. Non-Federal Support (Stand-in)	\$1,471.91
2. Unliquidated Obligations	\$0.00
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

**V. CUMULATIVE EXPENDITURES (PROGRAM)**

1. Program Cash Expenditures	\$21,816.40
2. Program Accrued Expenditures	\$0.00
3. Total 25% Rapid Response	\$21,816.40

**VI. OTHER REPORTABLE ITEMS (PROGRAM)**

1. Non-Federal Support (Stand-in)	\$0.00
2. Unliquidated Obligations	\$100,499.90
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

VII. MISCELLANEOUS ITEMS (ADMIN AND/OR PROGRAM)	Cash Contributions	In-Kind Contributions	Total
1. Federal Mandated Match	\$0.00	\$0.00	\$0.00
2. State Mandated Match	\$0.00	\$0.00	\$0.00
3. Federal Leveraged Resources	\$0.00	\$0.00	\$0.00
4. Non-Federal Leveraged Resources	\$0.00	\$0.00	\$0.00

VIII. 9130 - RECIPIENT SHARE OF EXPENDITURES	
1. Total Recipient Share of Expenditures	\$1,471.91
2. Total Program Income Earned	\$0.00
3. Total Program Income Expended	\$0.00

**IX. COMMENTS**

**X. CERTIFICATION**

1. Name	2. Title	3. Phone Number	
Carma, Lacy	OCWEDD Director	(714) 480-6420	
4. Contact Name	5. Contact Title	6. Phone Number	7. Date Submitted
Jacqueline Rogers	Fiscal Manager	(714) 480-6527	12/13/2022

  
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 Date

Subgrantee Code: County of Orange  
 Grant Code: 541  
 Grant Term: 10/01/2022-06/30/2023

Report Type: M  
 Report Period: 202211

**I. SUBGRANT INFORMATION**

1. Year Of Appropriation	2022
2. Report Revision Number	0
3. Subgrant Number	AA311023
4. Subgrant Term From-To:	4/1/2022-6/30/2024
5. Total Allotment	\$539,929.00
6. Closeout Report (Y/N)	No

<b>II. TOTAL EXPENDITURES (Admin + Program)</b>	<b>\$49,317.08</b>
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**III. ADMINISTRATIVE EXPENDITURES**

1. Administrative Cash Expenditures	\$49,317.08
2. Administrative Accrued Expenditures	\$0.00
3. Total Admin Expenditures	\$49,317.08

**IV. OTHER REPORTABLE ITEMS (ADMIN)**

1. Non-Federal Support (Stand-in)	\$2,050.17
2. Unliquidated Obligations	\$0.00
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

**V. CUMULATIVE EXPENDITURES (PROGRAM)**

1. Program Cash Expenditures	\$0.00
2. Program Accrued Expenditures	\$0.00
3. Total 25% Rapid Response	\$0.00

**VI. OTHER REPORTABLE ITEMS (PROGRAM)**

1. Non-Federal Support (Stand-in)	\$0.00
2. Unliquidated Obligations	\$0.00
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

VII. MISCELLANEOUS ITEMS (ADMIN AND/OR PROGRAM)	Cash Contributions	In-Kind Contributions	Total
1. Federal Mandated Match	\$0.00	\$0.00	\$0.00
2. State Mandated Match	\$0.00	\$0.00	\$0.00
3. Federal Leveraged Resources	\$0.00	\$0.00	\$0.00
4. Non-Federal Leveraged Resources	\$0.00	\$0.00	\$0.00

VIII. 9130 - RECIPIENT SHARE OF EXPENDITURES	
1. Total Recipient Share of Expenditures	\$2,050.17
2. Total Program Income Earned	\$0.00
3. Total Program Income Expended	\$0.00

**IX. COMMENTS**

**X. CERTIFICATION**

1. Name	2. Title	3. Phone Number	
Carma, Lacy	OCWEDD Director	(714) 480-6420	
4. Contact Name	5. Contact Title	6. Phone Number	7. Date Submitted
Jacqueline Rogers	Fiscal Manager	(714) 480-6527	12/13/2022



Signature

12/15/2022

Date

Subgrantee Code: County of Orange  
 Grant Code: 292  
 Grant Term: 07/01/2022-06/30/2023

Report Type: M  
 Report Period: 202211

**I.SUBGRANT INFORMATION**

1. Year Of Appropriation	2022
2. Report Revision Number	0
3. Subgrant Number	AA311023
4. Subgrant Term From-To:	4/1/2022-6/30/2024
5. Total Allotment	\$39,983.00
6. Closeout Report (Y/N)	No

<b>II. TOTAL EXPENDITURES (Admin + Program)</b>	<b>\$8,760.51</b>
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**III. ADMINISTRATIVE EXPENDITURES**

1. Administrative Cash Expenditures	\$0.00
2. Administrative Accrued Expenditures	\$0.00
3. Total Admin Expenditures	\$0.00

**IV. OTHER REPORTABLE ITEMS (ADMIN)**

1. Non-Federal Support (Stand-in)	\$0.00
2. Unliquidated Obligations	\$0.00
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

**V. CUMULATIVE EXPENDITURES (PROGRAM)**

1. Program Cash Expenditures	\$8,760.51
2. Program Accrued Expenditures	\$0.00
3. Total 25% Rapid Response	\$8,760.51

**VI. OTHER REPORTABLE ITEMS (PROGRAM)**

1. Non-Federal Support (Stand-in)	\$0.00
2. Unliquidated Obligations	\$31,222.49
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

VII. MISCELLANEOUS ITEMS (ADMIN AND/OR PROGRAM)	Cash Contributions	In-Kind Contributions	Total
1. Federal Mandated Match	\$0.00	\$0.00	\$0.00
2. State Mandated Match	\$0.00	\$0.00	\$0.00
3. Federal Leveraged Resources	\$0.00	\$0.00	\$0.00
4. Non-Federal Leveraged Resources	\$0.00	\$0.00	\$0.00

VIII. 9130 - RECIPIENT SHARE OF EXPENDITURES		
1. Total Recipient Share of Expenditures		\$0.00
2. Total Program Income Earned		\$0.00
3. Total Program Income Expended		\$0.00

**IX. COMMENTS**

**X. CERTIFICATION**

1. Name	2. Title	3. Phone Number	
Carma, Lacy	OCWEDD Director	(714) 480-6420	
4. Contact Name	5. Contact Title	6. Phone Number	7. Date Submitted
Jacqueline Rogers	Fiscal Manager	(714) 480-6527	12/13/2022

  
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 Date

Subgrantee Code: County of Orange  
 Grant Code: 293  
 Grant Term: 10/01/2022-06/30/2023

Report Type: M  
 Report Period: 202211

**I. SUBGRANT INFORMATION**

1. Year Of Appropriation	2022
2. Report Revision Number	0
3. Subgrant Number	AA311023
4. Subgrant Term From-To:	4/1/2022-6/30/2024
5. Total Allotment	\$158,842.00
6. Closeout Report (Y/N)	No

<b>II. TOTAL EXPENDITURES (Admin + Program)</b>	<b>\$0.00</b>
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**III. ADMINISTRATIVE EXPENDITURES**

1. Administrative Cash Expenditures	\$0.00
2. Administrative Accrued Expenditures	\$0.00
3. Total Admin Expenditures	\$0.00

**IV. OTHER REPORTABLE ITEMS (ADMIN)**

1. Non-Federal Support (Stand-in)	\$0.00
2. Unliquidated Obligations	\$0.00
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

**V. CUMULATIVE EXPENDITURES (PROGRAM)**

1. Program Cash Expenditures	\$0.00
2. Program Accrued Expenditures	\$0.00
3. Total 25% Rapid Response	\$0.00

**VI. OTHER REPORTABLE ITEMS (PROGRAM)**

1. Non-Federal Support (Stand-in)	\$0.00
2. Unliquidated Obligations	\$0.00
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

VII. MISCELLANEOUS ITEMS (ADMIN AND/OR PROGRAM)	Cash Contributions	In-Kind Contributions	Total
1. Federal Mandated Match	\$0.00	\$0.00	\$0.00
2. State Mandated Match	\$0.00	\$0.00	\$0.00
3. Federal Leveraged Resources	\$0.00	\$0.00	\$0.00
4. Non-Federal Leveraged Resources	\$0.00	\$0.00	\$0.00

VIII. 9130 - RECIPIENT SHARE OF EXPENDITURES	
1. Total Recipient Share of Expenditures	\$0.00
2. Total Program Income Earned	\$0.00
3. Total Program Income Expended	\$0.00

**IX. COMMENTS**

**X. CERTIFICATION**

1. Name Carma, Lacy	2. Title OCWEDD Director	3. Phone Number (714) 480-6420	
4. Contact Name Jacqueline Rogers	5. Contact Title Fiscal Manager	6. Phone Number (714) 480-6527	7. Date Submitted 12/13/2022

  
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 Signature

  
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 Date

Subgrantee Code: County of Orange  
 Grant Code: 502  
 Grant Term: 10/01/2020-06/30/2022

Report Type: Q  
 Report Period: 202206

**I. SUBGRANT INFORMATION**

1. Year Of Appropriation	2020
2. Report Revision Number	2
3. Subgrant Number	AA111023
4. Subgrant Term From-To:	4/1/2020-3/31/2023
5. Total Allotment	\$1,457,716.99
6. Closeout Report (Y/N)	Yes

<b>II. TOTAL EXPENDITURES (Admin + Program)</b>	\$1,457,716.99
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**III. ADMINISTRATIVE EXPENDITURES**

1. Administrative Cash Expenditures	\$145,771.69
2. Administrative Accrued Expenditures	\$0.00
3. Total Admin Expenditures	\$145,771.69

**IV. OTHER REPORTABLE ITEMS (ADMIN)**

1. Non-Federal Support (Stand-in)	\$4,595.29
2. Unliquidated Obligations	\$0.00
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

**V. CUMULATIVE EXPENDITURES (PROGRAM)**

	Cash Expenditure	Accrued Expenditure	Total Expenditure
1. Core Self Services			\$0.00
2. Core Registration/WIOA Career Services Basic			\$1,098,543.98
3. Intensive Services/WIOA Career Services Ind.			\$0.00
4. Career Services Follow-Up			\$0.00
5. WIOA Training Services			
a. WIOA Training Payments			\$165,651.64
b. WIOA Other Training Services			\$0.00
c. WIOA Training Supportive Services			\$0.00
6. Other			\$47,749.68
7. Total Program Expenditure	\$1,311,945.30	\$0.00	\$1,311,945.30

**VI. OTHER REPORTABLE ITEMS (PROGRAM)**

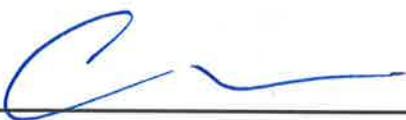
1. Non-Federal Support (Stand-in)	\$0.00
2. Unliquidated Obligations	\$0.00
a. Unliquidated Obligations-Core and Intensive Services/Career Services	\$0.00
b. Unliquidated Obligations-Training Services	\$0.00
c. Unliquidated Obligations-Other	\$0.00
3. Program Income Earned	\$1,718.02
4. Program Income Expended	\$1,718.02

VII. MISCELLANEOUS ITEMS (ADMIN AND/OR PROGRAM)	Cash Contributions	In-Kind Contributions	Total
1. Federal Mandated Match	\$0.00	\$0.00	\$0.00
2. State Mandated Match	\$0.00	\$0.00	\$0.00
3. Federal Leveraged Resources	\$0.00	\$88,229.00	\$88,229.00
4. Non-Federal Leveraged Resources	\$0.00	\$33,003.60	\$33,003.60
5. Leveraged Training Resources			\$0.00
6. Fed Share of Unliquidated Obligations for PFP			\$0.00
7. PFP Contract Expenditures			\$0.00
8. Transitional Jobs Expenditures			\$0.00
9. Incumbent Worker Training Expenditures			\$0.00
<b>VIII. 9130 - RECIPIENT SHARE OF EXPENDITURES</b>			
1. Total Recipient Share of Expenditures			\$37,598.89
2. Total Program Income Earned			\$1,718.02
3. Total Program Income Expended			\$1,718.02

**IX. COMMENTS**

**X. CERTIFICATION**

1. Name	2. Title	3. Phone Number	
Carma, Lacy	OCWEDD Director	(714) 480-6420	
4. Contact Name	5. Contact Title	6. Phone Number	7. Date Submitted
Jacqueline Rogers	Fiscal Manager	(714) 480-6527	12/13/2022

  
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 Signature

  
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 Date

Subgrantee Code: County of Orange      Report Type: Q  
 Grant Code: 541  
 Grant Term: 10/01/2020-06/30/2022      Report Period: 202206

**I. SUBGRANT INFORMATION**

1. Year Of Appropriation	2020
2. Report Revision Number	2
3. Subgrant Number	AA111023
4. Subgrant Term From-To:	4/1/2020-3/31/2023
5. Total Allotment	\$123,907.36
6. Closeout Report (Y/N)	Yes

<b>II. TOTAL EXPENDITURES (Admin + Program)</b>	<b>\$123,907.36</b>
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**III. ADMINISTRATIVE EXPENDITURES**

1. Administrative Cash Expenditures	\$12,390.73
2. Administrative Accrued Expenditures	\$0.00
3. Total Admin Expenditures	\$12,390.73

**IV. OTHER REPORTABLE ITEMS (ADMIN)**

1. Non-Federal Support (Stand-in)	\$1,074.08
2. Unliquidated Obligations	\$0.00
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

**V. CUMULATIVE EXPENDITURES (PROGRAM)**

1. Program Cash Expenditures	\$111,516.63
2. Program Accrued Expenditures	\$0.00
3. Total 25% Rapid Response	\$111,516.63

**VI. OTHER REPORTABLE ITEMS (PROGRAM)**

1. Non-Federal Support (Stand-in)	\$0.00
2. Unliquidated Obligations	\$0.00
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

VII. MISCELLANEOUS ITEMS (ADMIN AND/OR PROGRAM)	Cash Contributions	In-Kind Contributions	Total
1. Federal Mandated Match	\$0.00	\$0.00	\$0.00
2. State Mandated Match	\$0.00	\$0.00	\$0.00
3. Federal Leveraged Resources	\$0.00	\$0.00	\$0.00
4. Non-Federal Leveraged Resources	\$0.00	\$0.00	\$0.00

VIII. 9130 - RECIPIENT SHARE OF EXPENDITURES		
1. Total Recipient Share of Expenditures		\$1,074.08
2. Total Program Income Earned		\$0.00
3. Total Program Income Expended		\$0.00

**IX. COMMENTS**

**X. CERTIFICATION**

1. Name	2. Title	3. Phone Number	
Carma, Lacy	OCWEDD Director	(714) 480-6420	
4. Contact Name	5. Contact Title	6. Phone Number	7. Date Submitted
Jacqueline Rogers	Fiscal Manager	(714) 480-6527	12/13/2022



Signature



Date

Subgrantee Code: County of Orange  
 Grant Code: 293  
 Grant Term: 10/01/2020-06/30/2022

Report Type: Q  
 Report Period: 202206

**I. SUBGRANT INFORMATION**

1. Year Of Appropriation	2020
2. Report Revision Number	1
3. Subgrant Number	AA111023
4. Subgrant Term From-To:	4/1/2020-3/31/2023
5. Total Allotment	\$67,893.70
6. Closeout Report (Y/N)	Yes

<b>II. TOTAL EXPENDITURES (Admin + Program)</b>	\$67,893.70
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**III. ADMINISTRATIVE EXPENDITURES**

1. Administrative Cash Expenditures	\$0.00
2. Administrative Accrued Expenditures	\$0.00
3. Total Admin Expenditures	\$0.00

**IV. OTHER REPORTABLE ITEMS (ADMIN)**

1. Non-Federal Support (Stand-in)	\$0.00
2. Unliquidated Obligations	\$0.00
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

**V. CUMULATIVE EXPENDITURES (PROGRAM)**

1. Program Cash Expenditures	\$67,893.70
2. Program Accrued Expenditures	\$0.00
3. Total 25% Rapid Response	\$67,893.70

**VI. OTHER REPORTABLE ITEMS (PROGRAM)**

1. Non-Federal Support (Stand-in)	\$0.00
2. Unliquidated Obligations	\$0.00
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

VII. MISCELLANEOUS ITEMS (ADMIN AND/OR PROGRAM)	Cash Contributions	In-Kind Contributions	Total
1. Federal Mandated Match	\$0.00	\$0.00	\$0.00
2. State Mandated Match	\$0.00	\$0.00	\$0.00
3. Federal Leveraged Resources	\$0.00	\$0.00	\$0.00
4. Non-Federal Leveraged Resources	\$0.00	\$0.00	\$0.00

VIII. 9130 - RECIPIENT SHARE OF EXPENDITURES	
1. Total Recipient Share of Expenditures	\$0.00
2. Total Program Income Earned	\$0.00
3. Total Program Income Expended	\$0.00

**IX. COMMENTS**

**X. CERTIFICATION**

1. Name	2. Title	3. Phone Number	
Carma, Lacy	OCWEDD Director	(714) 480-6420	
4. Contact Name	5. Contact Title	6. Phone Number	7. Date Submitted
Jacqueline Rogers	Fiscal Manager	(714) 480-6527	12/13/2022

  
 \_\_\_\_\_  
 Signature

  
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 Date

Subgrantee Code: County of Orange  
 Grant Code: 292  
 Grant Term: 07/01/2021-09/30/2022

Report Type: Q  
 Report Period: 202209

**I.SUBGRANT INFORMATION**

1. Year Of Appropriation	2021
2. Report Revision Number	1
3. Subgrant Number	AA211023
4. Subgrant Term From-To:	4/1/2021-8/19/2023
5. Total Allotment	\$39,681.64
6. Closeout Report (Y/N)	Yes

<b>II. TOTAL EXPENDITURES (Admin + Program)</b>	<b>\$39,681.64</b>
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**III. ADMINISTRATIVE EXPENDITURES**

1. Administrative Cash Expenditures	\$0.00
2. Administrative Accrued Expenditures	\$0.00
3. Total Admin Expenditures	\$0.00

**IV. OTHER REPORTABLE ITEMS (ADMIN)**

1. Non-Federal Support (Stand-in)	\$0.00
2. Unliquidated Obligations	\$0.00
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

**V. CUMULATIVE EXPENDITURES (PROGRAM)**

1. Program Cash Expenditures	\$39,681.64
2. Program Accrued Expenditures	\$0.00
3. Total 25% Rapid Response	\$39,681.64

**VI. OTHER REPORTABLE ITEMS (PROGRAM)**

1. Non-Federal Support (Stand-in)	\$0.00
2. Unliquidated Obligations	\$0.00
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

VII. MISCELLANEOUS ITEMS (ADMIN AND/OR PROGRAM)	Cash Contributions	In-Kind Contributions	Total
1. Federal Mandated Match	\$0.00	\$0.00	\$0.00
2. State Mandated Match	\$0.00	\$0.00	\$0.00
3. Federal Leveraged Resources	\$0.00	\$0.00	\$0.00
4. Non-Federal Leveraged Resources	\$0.00	\$0.00	\$0.00
<b>VIII. 9130 - RECIPIENT SHARE OF EXPENDITURES</b>			
1. Total Recipient Share of Expenditures			\$0.00
2. Total Program Income Earned			\$0.00
3. Total Program Income Expended			\$0.00

**IX. COMMENTS**

**X. CERTIFICATION**

1. Name	2. Title	3. Phone Number	
Carma, Lacy	OCWEDD Director	(714) 480-6420	
4. Contact Name	5. Contact Title	6. Phone Number	7. Date Submitted
Jacqueline Rogers	Fiscal Manager	(714) 480-6527	12/13/2022

  
 \_\_\_\_\_  
 Signature

  
 \_\_\_\_\_  
 Date

Subgrantee Code: County of Orange  
 Grant Code: 293  
 Grant Term: 10/01/2021-09/30/2022

Report Type: Q  
 Report Period: 202209

**I. SUBGRANT INFORMATION**

1. Year Of Appropriation	2021
2. Report Revision Number	1
3. Subgrant Number	AA211023
4. Subgrant Term From-To:	4/1/2021-8/19/2023
5. Total Allotment	\$0.00
6. Closeout Report (Y/N)	Yes

<b>II. TOTAL EXPENDITURES (Admin + Program)</b>	\$0.00
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**III. ADMINISTRATIVE EXPENDITURES**

1. Administrative Cash Expenditures	\$0.00
2. Administrative Accrued Expenditures	\$0.00
3. Total Admin Expenditures	\$0.00

**IV. OTHER REPORTABLE ITEMS (ADMIN)**

1. Non-Federal Support (Stand-in)	\$0.00
2. Unliquidated Obligations	\$0.00
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

**V. CUMULATIVE EXPENDITURES (PROGRAM)**

1. Program Cash Expenditures	\$0.00
2. Program Accrued Expenditures	\$0.00
3. Total 25% Rapid Response	\$0.00

**VI. OTHER REPORTABLE ITEMS (PROGRAM)**

1. Non-Federal Support (Stand-in)	\$0.00
2. Unliquidated Obligations	\$0.00
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

VII. MISCELLANEOUS ITEMS (ADMIN AND/OR PROGRAM)	Cash Contributions	In-Kind Contributions	Total
1. Federal Mandated Match	\$0.00	\$0.00	\$0.00
2. State Mandated Match	\$0.00	\$0.00	\$0.00
3. Federal Leveraged Resources	\$0.00	\$0.00	\$0.00
4. Non-Federal Leveraged Resources	\$0.00	\$0.00	\$0.00
<b>VIII. 9130 - RECIPIENT SHARE OF EXPENDITURES</b>			
1. Total Recipient Share of Expenditures			\$0.00
2. Total Program Income Earned			\$0.00
3. Total Program Income Expended			\$0.00

**IX. COMMENTS**

**X. CERTIFICATION**

1. Name	2. Title	3. Phone Number	
Carma, Lacy	OCWEDD Director	(714) 480-6420	
4. Contact Name	5. Contact Title	6. Phone Number	7. Date Submitted
Jacqueline Rogers	Fiscal Manager	(714) 480-6527	12/13/2022



Signature



Date

Subgrantee Code: County of Orange

Report Type: Q

Grant Code: 540

Grant Term: 07/01/2021-09/30/2022

Report Period: 202209

**I. SUBGRANT INFORMATION**

1. Year Of Appropriation	2021
2. Report Revision Number	1
3. Subgrant Number	AA211023
4. Subgrant Term From-To:	4/1/2021-8/19/2023
5. Total Allotment	\$88,897.21
6. Closeout Report (Y/N)	Yes

<b>II. TOTAL EXPENDITURES (Admin + Program)</b>	\$88,897.21
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**III. ADMINISTRATIVE EXPENDITURES**

1. Administrative Cash Expenditures	\$8,889.72
2. Administrative Accrued Expenditures	\$0.00
3. Total Admin Expenditures	\$8,889.72

**IV. OTHER REPORTABLE ITEMS (ADMIN)**

1. Non-Federal Support (Stand-in)	\$11,596.76
2. Unliquidated Obligations	\$0.00
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

**V. CUMULATIVE EXPENDITURES (PROGRAM)**

1. Program Cash Expenditures	\$80,007.49
2. Program Accrued Expenditures	\$0.00
3. Total 25% Rapid Response	\$80,007.49

**VI. OTHER REPORTABLE ITEMS (PROGRAM)**

1. Non-Federal Support (Stand-in)	\$0.00
2. Unliquidated Obligations	\$0.00
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

VII. MISCELLANEOUS ITEMS (ADMIN AND/OR PROGRAM)	Cash Contributions	In-Kind Contributions	Total
1. Federal Mandated Match	\$0.00	\$0.00	\$0.00
2. State Mandated Match	\$0.00	\$0.00	\$0.00
3. Federal Leveraged Resources	\$0.00	\$0.00	\$0.00
4. Non-Federal Leveraged Resources	\$0.00	\$0.00	\$0.00
<b>VIII. 9130 - RECIPIENT SHARE OF EXPENDITURES</b>			
1. Total Recipient Share of Expenditures			\$11,596.76
2. Total Program Income Earned			\$0.00
3. Total Program Income Expended			\$0.00

**IX. COMMENTS**

**X. CERTIFICATION**

1. Name	2. Title	3. Phone Number	
Carma, Lacy	OCWEDD Director	(714) 480-6420	
4. Contact Name	5. Contact Title	6. Phone Number	7. Date Submitted
Jacqueline Rogers	Fiscal Manager	(714) 480-6527	12/13/2022



Signature



Date

Subgrantee Code: County of Orange  
 Grant Code: 541  
 Grant Term: 10/01/2021-09/30/2022

Report Type: Q  
 Report Period: 202209

**I. SUBGRANT INFORMATION**

1. Year Of Appropriation	2021
2. Report Revision Number	1
3. Subgrant Number	AA211023
4. Subgrant Term From-To:	4/1/2021-8/19/2023
5. Total Allotment	\$0.00
6. Closeout Report (Y/N)	Yes

<b>II. TOTAL EXPENDITURES (Admin + Program)</b>	<b>\$0.00</b>
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**III. ADMINISTRATIVE EXPENDITURES**

1. Administrative Cash Expenditures	\$0.00
2. Administrative Accrued Expenditures	\$0.00
3. Total Admin Expenditures	\$0.00

**IV. OTHER REPORTABLE ITEMS (ADMIN)**

1. Non-Federal Support (Stand-in)	\$0.00
2. Unliquidated Obligations	\$0.00
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

**V. CUMULATIVE EXPENDITURES (PROGRAM)**

1. Program Cash Expenditures	\$0.00
2. Program Accrued Expenditures	\$0.00
3. Total 25% Rapid Response	\$0.00

**VI. OTHER REPORTABLE ITEMS (PROGRAM)**

1. Non-Federal Support (Stand-in)	\$0.00
2. Unliquidated Obligations	\$0.00
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

VII. MISCELLANEOUS ITEMS (ADMIN AND/OR PROGRAM)	Cash Contributions	In-Kind Contributions	Total
1. Federal Mandated Match	\$0.00	\$0.00	\$0.00
2. State Mandated Match	\$0.00	\$0.00	\$0.00
3. Federal Leveraged Resources	\$0.00	\$0.00	\$0.00
4. Non-Federal Leveraged Resources	\$0.00	\$0.00	\$0.00
<b>VIII. 9130 - RECIPIENT SHARE OF EXPENDITURES</b>			
1. Total Recipient Share of Expenditures			\$0.00
2. Total Program Income Earned			\$0.00
3. Total Program Income Expended			\$0.00

**IX. COMMENTS**

**X. CERTIFICATION**

1. Name	2. Title	3. Phone Number	
Carma, Lacy	OCWEDD Director	(714) 480-6420	
4. Contact Name	5. Contact Title	6. Phone Number	7. Date Submitted
Jacqueline Rogers	Fiscal Manager	(714) 480-6527	12/13/2022



Signature



Date

Subgrantee Code: County of Orange

Report Type: Q

Grant Code: 201

Grant Term: 07/01/2022-06/30/2024

Report Period: 202212

**I.SUBGRANT INFORMATION**

1. Year Of Appropriation	2022
2. Report Revision Number	0
3. Subgrant Number	AA311023
4. Subgrant Term From-To:	4/1/2022-6/30/2024
5. Total Allotment	\$695,562.00
6. Closeout Report (Y/N)	No

<b>II. TOTAL EXPENDITURES (Admin + Program)</b>	\$93,373.75
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**III. ADMINISTRATIVE EXPENDITURES**

1. Administrative Cash Expenditures	\$69,556.20
2. Administrative Accrued Expenditures	\$0.00
3. Total Admin Expenditures	\$69,556.20

**IV. OTHER REPORTABLE ITEMS (ADMIN)**

1. Non-Federal Support (Stand-in)	\$10,117.87
2. Unliquidated Obligations	\$0.00
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

**V. CUMULATIVE EXPENDITURES (PROGRAM)**

	Cash Expenditure	Accrued Expenditure	Total Expenditure
1. Core Self Services			\$0.00
2. Core Registration/WIOA Career Services Basic			\$0.00
3. Intensive Services/WIOA Career Services Ind.			\$0.00
4. Career Services Follow-Up			\$0.00
5. WIOA Training Services			
a. WIOA Training Payments			\$23,249.85
b. WIOA Other Training Services			\$0.00
c. WIOA Training Supportive Services			\$567.70
6. Other			\$0.00
7. Total Program Expenditure	\$23,817.55	\$0.00	\$23,817.55

**VI. OTHER REPORTABLE ITEMS (PROGRAM)**

1. Non-Federal Support (Stand-in)	\$0.00
2. Unliquidated Obligations	\$602,188.25
a. Unliquidated Obligations-Core and Intensive Services/Career Services	\$101,537.20
b. Unliquidated Obligations-Training Services	\$500,651.05
c. Unliquidated Obligations-Other	\$0.00
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

<b>VII. MISCELLANEOUS ITEMS (ADMIN AND/OR PROGRAM)</b>			
	Cash Contributions	In-Kind Contributions	Total
1. Federal Mandated Match	\$0.00	\$0.00	\$0.00
2. State Mandated Match	\$0.00	\$0.00	\$0.00
3. Federal Leveraged Resources	\$0.00	\$0.00	\$0.00
4. Non-Federal Leveraged Resources	\$0.00	\$0.00	\$0.00
5. Leveraged Training Resources			\$0.00
6. Fed Share of Unliquidated Obligations for PFP			\$0.00
7. PFP Contract Expenditures			\$0.00
8. Transitional Jobs Expenditures			\$0.00
9. Incumbent Worker Training Expenditures			\$0.00
<b>VIII. 9130 - RECIPIENT SHARE OF EXPENDITURES</b>			
1. Total Recipient Share of Expenditures			\$10,117.87
2. Total Program Income Earned			\$0.00
3. Total Program Income Expended			\$0.00
<b>IX. COMMENTS</b>			
<b>X. CERTIFICATION</b>			
1. Name	2. Title	3. Phone Number	
Carma, Lacy	OCWEDD Director	(714) 480-6420	
4. Contact Name	5. Contact Title	6. Phone Number	7. Date Submitted
Jacqueline Rogers	Fiscal Manager	(714) 480-6527	1/18/2023

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 Signature

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 Date

Subgrantee Code: County of Orange

Report Type: Q

Grant Code: 202

Grant Term: 10/01/2022-06/30/2024

Report Period: 202212

**I.SUBGRANT INFORMATION**

1. Year Of Appropriation	2022
2. Report Revision Number	0
3. Subgrant Number	AA311023
4. Subgrant Term From-To:	4/1/2022-6/30/2024
5. Total Allotment	\$3,108,353.00
6. Closeout Report (Y/N)	No

<b>II. TOTAL EXPENDITURES (Admin + Program)</b>	\$193,276.73
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**III. ADMINISTRATIVE EXPENDITURES**

1. Administrative Cash Expenditures	\$193,276.73
2. Administrative Accrued Expenditures	\$0.00
3. Total Admin Expenditures	\$193,276.73

**IV. OTHER REPORTABLE ITEMS (ADMIN)**

1. Non-Federal Support (Stand-in)	\$20,943.23
2. Unliquidated Obligations	\$0.00
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

**V. CUMULATIVE EXPENDITURES (PROGRAM)**

	Cash Expenditure	Accrued Expenditure	Total Expenditure
1. Core Self Services			\$0.00
2. Core Registration/WIOA Career Services Basic			\$0.00
3. Intensive Services/WIOA Career Services Ind.			\$0.00
4. Career Services Follow-Up			\$0.00
5. WIOA Training Services			
a. WIOA Training Payments			\$0.00
b. WIOA Other Training Services			\$0.00
c. WIOA Training Supportive Services			\$0.00
6. Other			\$0.00
7. Total Program Expenditure	\$0.00	\$0.00	\$0.00

**VI. OTHER REPORTABLE ITEMS (PROGRAM)**

1. Non-Federal Support (Stand-in)	\$0.00
2. Unliquidated Obligations	\$2,399,655.63
a. Unliquidated Obligations-Core and Intensive Services/Career Services	\$2,117,295.59
b. Unliquidated Obligations-Training Services	\$121,870.67
c. Unliquidated Obligations-Other	\$160,489.37
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

<b>VII. MISCELLANEOUS ITEMS (ADMIN AND/OR PROGRAM)</b>			
	Cash Contributions	In-Kind Contributions	Total
1. Federal Mandated Match	\$0.00	\$0.00	\$0.00
2. State Mandated Match	\$0.00	\$0.00	\$0.00
3. Federal Leveraged Resources	\$0.00	\$0.00	\$0.00
4. Non-Federal Leveraged Resources	\$0.00	\$0.00	\$0.00
5. Leveraged Training Resources			\$0.00
6. Fed Share of Unliquidated Obligations for PFP			\$0.00
7. PFP Contract Expenditures			\$0.00
8. Transitional Jobs Expenditures			\$0.00
9. Incumbent Worker Training Expenditures			\$0.00
<b>VIII. 9130 - RECIPIENT SHARE OF EXPENDITURES</b>			
1. Total Recipient Share of Expenditures			\$20,943.23
2. Total Program Income Earned			\$0.00
3. Total Program Income Expended			\$0.00
<b>IX. COMMENTS</b>			
<b>X. CERTIFICATION</b>			
1. Name	2. Title	3. Phone Number	
Carma, Lacy	OCWEDD Director	(714) 480-6420	
4. Contact Name	5. Contact Title	6. Phone Number	7. Date Submitted
Jacqueline Rogers	Fiscal Manager	(714) 480-6527	1/18/2023

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 Signature

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 Date

Subgrantee Code: County of Orange

Report Type: Q

Grant Code: 301

Grant Term: 04/01/2022-06/30/2024

Report Period: 202212

**I.SUBGRANT INFORMATION**

1. Year Of Appropriation	2022
2. Report Revision Number	0
3. Subgrant Number	AA311023
4. Subgrant Term From-To:	4/1/2022-6/30/2024
5. Total Allotment	\$3,973,723.00
6. Closeout Report (Y/N)	No

<b>II. TOTAL EXPENDITURES (Admin + Program)</b>	\$228,988.50
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**III. ADMINISTRATIVE EXPENDITURES**

1. Administrative Cash Expenditures	\$228,988.50
2. Administrative Accrued Expenditures	\$0.00
3. Total Admin Expenditures	\$228,988.50

**IV. OTHER REPORTABLE ITEMS (ADMIN)**

1. Non-Federal Support (Stand-in)	\$22,622.31
2. Unliquidated Obligations	\$0.00
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

**V. CUMULATIVE EXPENDITURES (PROGRAM)**

	Cash Expenditure	Accrued Expenditure	Total Expenditure
1. Youth In School			\$0.00
2. Youth Out Of School			\$0.00
3. Total Program Expenditures	\$0.00	\$0.00	\$0.00
a. Youth Summer Employment Opportunities			\$0.00
b. WIOA Paid and Unpaid Work Experience			\$41,652.16

**VI. OTHER REPORTABLE ITEMS (PROGRAM)**

1. Non-Federal Support (Stand-in)	\$0.00
2. Unliquidated Obligations	\$453,979.28
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

<b>VII. MISCELLANEOUS ITEMS (ADMIN AND/OR PROGRAM)</b>	Cash Contributions	In-Kind Contributions	Total
1. Federal Mandated Match	\$0.00	\$0.00	\$0.00
2. State Mandated Match	\$0.00	\$0.00	\$0.00
3. Federal Leveraged Resources	\$0.00	\$0.00	\$0.00
4. Non-Federal Leveraged Resources	\$0.00	\$0.00	\$0.00
5. Fed Share of Unliquidated Obligations for PFP			\$0.00
6. PFP Contract Expenditures			\$0.00

**VIII. 9130 - RECIPIENT SHARE OF EXPENDITURES**

1. Total Recipient Share of Expenditures	\$22,622.31
2. Total Program Income Earned	\$0.00
3. Total Program Income Expended	\$0.00

**IX. COMMENTS****X. CERTIFICATION**

1. Name	2. Title	3. Phone Number	
Carma, Lacy	OCWEDD Director	(714) 480-6420	
4. Contact Name	5. Contact Title	6. Phone Number	7. Date Submitted
Jacqueline Rogers	Fiscal Manager	(714) 480-6527	1/18/2023

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 Signature

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 Date

Subgrantee Code: County of Orange

Report Type: Q

Grant Code: 501

Grant Term: 07/01/2022-06/30/2024

Report Period: 202212

**I.SUBGRANT INFORMATION**

1. Year Of Appropriation	2022
2. Report Revision Number	0
3. Subgrant Number	AA311023
4. Subgrant Term From-To:	4/1/2022-6/30/2024
5. Total Allotment	\$1,005,593.00
6. Closeout Report (Y/N)	No

<b>II. TOTAL EXPENDITURES (Admin + Program)</b>	\$125,486.17
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**III. ADMINISTRATIVE EXPENDITURES**

1. Administrative Cash Expenditures	\$100,559.30
2. Administrative Accrued Expenditures	\$0.00
3. Total Admin Expenditures	\$100,559.30

**IV. OTHER REPORTABLE ITEMS (ADMIN)**

1. Non-Federal Support (Stand-in)	\$13,571.85
2. Unliquidated Obligations	\$0.00
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

**V. CUMULATIVE EXPENDITURES (PROGRAM)**

	Cash Expenditure	Accrued Expenditure	Total Expenditure
1. Core Self Services			\$0.00
2. Core Registration/WIOA Career Services Basic			\$0.00
3. Intensive Services/WIOA Career Services Ind.			\$0.00
4. Career Services Follow-Up			\$0.00
5. WIOA Training Services			
a. WIOA Training Payments			\$24,926.87
b. WIOA Other Training Services			\$0.00
c. WIOA Training Supportive Services			\$0.00
6. Other			\$0.00
7. Total Program Expenditure	\$24,926.87	\$0.00	\$24,926.87

**VI. OTHER REPORTABLE ITEMS (PROGRAM)**

1. Non-Federal Support (Stand-in)	\$0.00
2. Unliquidated Obligations	\$1,429,555.80
a. Unliquidated Obligations-Core and Intensive Services/Career Services	\$581,362.55
b. Unliquidated Obligations-Training Services	\$679,147.53
c. Unliquidated Obligations-Other	\$169,045.72
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

<b>VII. MISCELLANEOUS ITEMS (ADMIN AND/OR PROGRAM)</b>			
	Cash Contributions	In-Kind Contributions	Total
1. Federal Mandated Match	\$0.00	\$0.00	\$0.00
2. State Mandated Match	\$0.00	\$0.00	\$0.00
3. Federal Leveraged Resources	\$0.00	\$0.00	\$0.00
4. Non-Federal Leveraged Resources	\$0.00	\$0.00	\$0.00
5. Leveraged Training Resources			\$0.00
6. Fed Share of Unliquidated Obligations for PFP			\$0.00
7. PFP Contract Expenditures			\$0.00
8. Transitional Jobs Expenditures			\$0.00
9. Incumbent Worker Training Expenditures			\$0.00
<b>VIII. 9130 - RECIPIENT SHARE OF EXPENDITURES</b>			
1. Total Recipient Share of Expenditures			\$13,571.85
2. Total Program Income Earned			\$0.00
3. Total Program Income Expended			\$0.00
<b>IX. COMMENTS</b>			
<b>X. CERTIFICATION</b>			
1. Name	2. Title	3. Phone Number	
Carma, Lacy	OCWEDD Director	(714) 480-6420	
4. Contact Name	5. Contact Title	6. Phone Number	7. Date Submitted
Jacqueline Rogers	Fiscal Manager	(714) 480-6527	1/18/2023

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 Signature

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 Date

Subgrantee Code: County of Orange

Report Type: Q

Grant Code: 502

Grant Term: 10/01/2022-06/30/2024

Report Period: 202212

**I.SUBGRANT INFORMATION**

1. Year Of Appropriation	2022
2. Report Revision Number	0
3. Subgrant Number	AA311023
4. Subgrant Term From-To:	4/1/2022-6/30/2024
5. Total Allotment	\$3,995,013.00
6. Closeout Report (Y/N)	No

<b>II. TOTAL EXPENDITURES (Admin + Program)</b>	\$123,609.76
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**III. ADMINISTRATIVE EXPENDITURES**

1. Administrative Cash Expenditures	\$123,609.76
2. Administrative Accrued Expenditures	\$0.00
3. Total Admin Expenditures	\$123,609.76

**IV. OTHER REPORTABLE ITEMS (ADMIN)**

1. Non-Federal Support (Stand-in)	\$13,368.90
2. Unliquidated Obligations	\$0.00
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

**V. CUMULATIVE EXPENDITURES (PROGRAM)**

	Cash Expenditure	Accrued Expenditure	Total Expenditure
1. Core Self Services			\$0.00
2. Core Registration/WIOA Career Services Basic			\$0.00
3. Intensive Services/WIOA Career Services Ind.			\$0.00
4. Career Services Follow-Up			\$0.00
5. WIOA Training Services			
a. WIOA Training Payments			\$0.00
b. WIOA Other Training Services			\$0.00
c. WIOA Training Supportive Services			\$0.00
6. Other			\$0.00
7. Total Program Expenditure	\$0.00	\$0.00	\$0.00

**VI. OTHER REPORTABLE ITEMS (PROGRAM)**

1. Non-Federal Support (Stand-in)	\$0.00
2. Unliquidated Obligations	\$449,769.69
a. Unliquidated Obligations-Core and Intensive Services/Career Services	\$449,769.69
b. Unliquidated Obligations-Training Services	\$0.00
c. Unliquidated Obligations-Other	\$0.00
3. Program Income Earned	\$1,465.70
4. Program Income Expended	\$1,465.70

<b>VII. MISCELLANEOUS ITEMS (ADMIN AND/OR PROGRAM)</b>			
	Cash Contributions	In-Kind Contributions	Total
1. Federal Mandated Match	\$0.00	\$0.00	\$0.00
2. State Mandated Match	\$0.00	\$0.00	\$0.00
3. Federal Leveraged Resources	\$0.00	\$0.00	\$0.00
4. Non-Federal Leveraged Resources	\$0.00	\$0.00	\$0.00
5. Leveraged Training Resources			\$0.00
6. Fed Share of Unliquidated Obligations for PFP			\$0.00
7. PFP Contract Expenditures			\$0.00
8. Transitional Jobs Expenditures			\$0.00
9. Incumbent Worker Training Expenditures			\$0.00
<b>VIII. 9130 - RECIPIENT SHARE OF EXPENDITURES</b>			
1. Total Recipient Share of Expenditures			\$13,368.90
2. Total Program Income Earned			\$1,465.70
3. Total Program Income Expended			\$1,465.70
<b>IX. COMMENTS</b>			
<b>X. CERTIFICATION</b>			
1. Name	2. Title	3. Phone Number	
Carma, Lacy	OCWEDD Director	(714) 480-6420	
4. Contact Name	5. Contact Title	6. Phone Number	7. Date Submitted
Jacqueline Rogers	Fiscal Manager	(714) 480-6527	1/18/2023

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 Signature

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 Date

Subgrantee Code: County of Orange

Report Type: Q

Grant Code: 540

Grant Term: 07/01/2022-06/30/2023

Report Period: 202212

**I.SUBGRANT INFORMATION**

1. Year Of Appropriation	2022
2. Report Revision Number	1
3. Subgrant Number	AA311023
4. Subgrant Term From-To:	4/1/2022-6/30/2024
5. Total Allotment	\$135,907.00
6. Closeout Report (Y/N)	No

<b>II. TOTAL EXPENDITURES (Admin + Program)</b>	\$53,924.30
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**III. ADMINISTRATIVE EXPENDITURES**

1. Administrative Cash Expenditures	\$13,590.70
2. Administrative Accrued Expenditures	\$0.00
3. Total Admin Expenditures	\$13,590.70

**IV. OTHER REPORTABLE ITEMS (ADMIN)**

1. Non-Federal Support (Stand-in)	\$2,019.27
2. Unliquidated Obligations	\$0.00
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

**V. CUMULATIVE EXPENDITURES (PROGRAM)**

1. Program Cash Expenditures	\$40,333.60
2. Program Accrued Expenditures	\$0.00
3. Total 25% Rapid Response	\$40,333.60

**VI. OTHER REPORTABLE ITEMS (PROGRAM)**

1. Non-Federal Support (Stand-in)	\$0.00
2. Unliquidated Obligations	\$65,638.15
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

<b>VII. MISCELLANEOUS ITEMS (ADMIN AND/OR PROGRAM)</b>	Cash Contributions	In-Kind Contributions	Total
1. Federal Mandated Match	\$0.00	\$0.00	\$0.00
2. State Mandated Match	\$0.00	\$0.00	\$0.00
3. Federal Leveraged Resources	\$0.00	\$0.00	\$0.00
4. Non-Federal Leveraged Resources	\$0.00	\$0.00	\$0.00

**VIII. 9130 - RECIPIENT SHARE OF EXPENDITURES**

1. Total Recipient Share of Expenditures	\$2,019.27
2. Total Program Income Earned	\$0.00
3. Total Program Income Expended	\$0.00

**IX. COMMENTS****X. CERTIFICATION**

1. Name	2. Title	3. Phone Number	
Carma, Lacy	OCWEDD Director	(714) 480-6420	
4. Contact Name	5. Contact Title	6. Phone Number	7. Date Submitted
Jacqueline Rogers	Fiscal Manager	(714) 480-6527	1/18/2023

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 Signature

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 Date

Subgrantee Code: County of Orange

Report Type: Q

Grant Code: 541

Grant Term: 10/01/2022-06/30/2023

Report Period: 202212

**I.SUBGRANT INFORMATION**

1. Year Of Appropriation	2022
2. Report Revision Number	0
3. Subgrant Number	AA311023
4. Subgrant Term From-To:	4/1/2022-6/30/2024
5. Total Allotment	\$539,929.00
6. Closeout Report (Y/N)	No

<b>II. TOTAL EXPENDITURES (Admin + Program)</b>	\$53,992.90
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**III. ADMINISTRATIVE EXPENDITURES**

1. Administrative Cash Expenditures	\$53,992.90
2. Administrative Accrued Expenditures	\$0.00
3. Total Admin Expenditures	\$53,992.90

**IV. OTHER REPORTABLE ITEMS (ADMIN)**

1. Non-Federal Support (Stand-in)	\$2,021.84
2. Unliquidated Obligations	\$0.00
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

**V. CUMULATIVE EXPENDITURES (PROGRAM)**

1. Program Cash Expenditures	\$0.00
2. Program Accrued Expenditures	\$0.00
3. Total 25% Rapid Response	\$0.00

**VI. OTHER REPORTABLE ITEMS (PROGRAM)**

1. Non-Federal Support (Stand-in)	\$0.00
2. Unliquidated Obligations	\$0.00
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

<b>VII. MISCELLANEOUS ITEMS (ADMIN AND/OR PROGRAM)</b>	Cash Contributions	In-Kind Contributions	Total
1. Federal Mandated Match	\$0.00	\$0.00	\$0.00
2. State Mandated Match	\$0.00	\$0.00	\$0.00
3. Federal Leveraged Resources	\$0.00	\$0.00	\$0.00
4. Non-Federal Leveraged Resources	\$0.00	\$0.00	\$0.00

**VIII. 9130 - RECIPIENT SHARE OF EXPENDITURES**

1. Total Recipient Share of Expenditures	\$2,021.84
2. Total Program Income Earned	\$0.00
3. Total Program Income Expended	\$0.00

**IX. COMMENTS****X. CERTIFICATION**

1. Name	2. Title	3. Phone Number	
Carma, Lacy	OCWEDD Director	(714) 480-6420	
4. Contact Name	5. Contact Title	6. Phone Number	7. Date Submitted
Jacqueline Rogers	Fiscal Manager	(714) 480-6527	1/18/2023

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 Signature

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 Date

Subgrantee Code: County of Orange

Report Type: Q

Grant Code: 292

Grant Term: 07/01/2022-06/30/2023

Report Period: 202212

**I.SUBGRANT INFORMATION**

1. Year Of Appropriation	2022
2. Report Revision Number	0
3. Subgrant Number	AA311023
4. Subgrant Term From-To:	4/1/2022-6/30/2024
5. Total Allotment	\$39,983.00
6. Closeout Report (Y/N)	No

<b>II. TOTAL EXPENDITURES (Admin + Program)</b>	\$17,599.05
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**III. ADMINISTRATIVE EXPENDITURES**

1. Administrative Cash Expenditures	\$0.00
2. Administrative Accrued Expenditures	\$0.00
3. Total Admin Expenditures	\$0.00

**IV. OTHER REPORTABLE ITEMS (ADMIN)**

1. Non-Federal Support (Stand-in)	\$0.00
2. Unliquidated Obligations	\$0.00
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

**V. CUMULATIVE EXPENDITURES (PROGRAM)**

1. Program Cash Expenditures	\$17,599.05
2. Program Accrued Expenditures	\$0.00
3. Total 25% Rapid Response	\$17,599.05

**VI. OTHER REPORTABLE ITEMS (PROGRAM)**

1. Non-Federal Support (Stand-in)	\$0.00
2. Unliquidated Obligations	\$0.00
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

<b>VII. MISCELLANEOUS ITEMS (ADMIN AND/OR PROGRAM)</b>	Cash Contributions	In-Kind Contributions	Total
1. Federal Mandated Match	\$0.00	\$0.00	\$0.00
2. State Mandated Match	\$0.00	\$0.00	\$0.00
3. Federal Leveraged Resources	\$0.00	\$0.00	\$0.00
4. Non-Federal Leveraged Resources	\$0.00	\$0.00	\$0.00

**VIII. 9130 - RECIPIENT SHARE OF EXPENDITURES**

1. Total Recipient Share of Expenditures	\$0.00
2. Total Program Income Earned	\$0.00
3. Total Program Income Expended	\$0.00

**IX. COMMENTS****X. CERTIFICATION**

1. Name	2. Title	3. Phone Number	
Carma, Lacy	OCWEDD Director	(714) 480-6420	
4. Contact Name	5. Contact Title	6. Phone Number	7. Date Submitted
Jacqueline Rogers	Fiscal Manager	(714) 480-6527	1/18/2023

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 Signature

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 Date

Subgrantee Code: County of Orange

Report Type: Q

Grant Code: 293

Grant Term: 10/01/2022-06/30/2023

Report Period: 202212

**I.SUBGRANT INFORMATION**

1. Year Of Appropriation	2022
2. Report Revision Number	0
3. Subgrant Number	AA311023
4. Subgrant Term From-To:	4/1/2022-6/30/2024
5. Total Allotment	\$158,842.00
6. Closeout Report (Y/N)	No

<b>II. TOTAL EXPENDITURES (Admin + Program)</b>	\$0.00
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**III. ADMINISTRATIVE EXPENDITURES**

1. Administrative Cash Expenditures	\$0.00
2. Administrative Accrued Expenditures	\$0.00
3. Total Admin Expenditures	\$0.00

**IV. OTHER REPORTABLE ITEMS (ADMIN)**

1. Non-Federal Support (Stand-in)	\$0.00
2. Unliquidated Obligations	\$0.00
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

**V. CUMULATIVE EXPENDITURES (PROGRAM)**

1. Program Cash Expenditures	\$0.00
2. Program Accrued Expenditures	\$0.00
3. Total 25% Rapid Response	\$0.00

**VI. OTHER REPORTABLE ITEMS (PROGRAM)**

1. Non-Federal Support (Stand-in)	\$0.00
2. Unliquidated Obligations	\$0.00
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

<b>VII. MISCELLANEOUS ITEMS (ADMIN AND/OR PROGRAM)</b>	Cash Contributions	In-Kind Contributions	Total
1. Federal Mandated Match	\$0.00	\$0.00	\$0.00
2. State Mandated Match	\$0.00	\$0.00	\$0.00
3. Federal Leveraged Resources	\$0.00	\$0.00	\$0.00
4. Non-Federal Leveraged Resources	\$0.00	\$0.00	\$0.00

**VIII. 9130 - RECIPIENT SHARE OF EXPENDITURES**

1. Total Recipient Share of Expenditures	\$0.00
2. Total Program Income Earned	\$0.00
3. Total Program Income Expended	\$0.00

**IX. COMMENTS****X. CERTIFICATION**

1. Name	2. Title	3. Phone Number	
Carma, Lacy	OCWEDD Director	(714) 480-6420	
4. Contact Name	5. Contact Title	6. Phone Number	7. Date Submitted
Jacqueline Rogers	Fiscal Manager	(714) 480-6527	1/18/2023

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 Signature

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 Date

Subgrantee Code: County of Orange

Report Type: Q

Grant Code: 201

Grant Term: 07/01/2021-06/30/2023

Report Period: 202212

**I.SUBGRANT INFORMATION**

1. Year Of Appropriation	2021
2. Report Revision Number	0
3. Subgrant Number	AA211023
4. Subgrant Term From-To:	4/1/2021-8/19/2023
5. Total Allotment	\$552,216.00
6. Closeout Report (Y/N)	No

<b>II. TOTAL EXPENDITURES (Admin + Program)</b>	\$552,216.00
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**III. ADMINISTRATIVE EXPENDITURES**

1. Administrative Cash Expenditures	\$55,221.60
2. Administrative Accrued Expenditures	\$0.00
3. Total Admin Expenditures	\$55,221.60

**IV. OTHER REPORTABLE ITEMS (ADMIN)**

1. Non-Federal Support (Stand-in)	\$7,795.77
2. Unliquidated Obligations	\$0.00
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

**V. CUMULATIVE EXPENDITURES (PROGRAM)**

	Cash Expenditure	Accrued Expenditure	Total Expenditure
1. Core Self Services			\$0.00
2. Core Registration/WIOA Career Services Basic			\$0.00
3. Intensive Services/WIOA Career Services Ind.			\$0.00
4. Career Services Follow-Up			\$0.00
5. WIOA Training Services			
a. WIOA Training Payments			\$473,614.32
b. WIOA Other Training Services			\$0.00
c. WIOA Training Supportive Services			\$23,380.08
6. Other			\$0.00
7. Total Program Expenditure	\$496,994.40	\$0.00	\$496,994.40

**VI. OTHER REPORTABLE ITEMS (PROGRAM)**

1. Non-Federal Support (Stand-in)	\$0.00
2. Unliquidated Obligations	\$0.00
a. Unliquidated Obligations-Core and Intensive Services/Career Services	\$0.00
b. Unliquidated Obligations-Training Services	\$0.00
c. Unliquidated Obligations-Other	\$0.00
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

<b>VII. MISCELLANEOUS ITEMS (ADMIN AND/OR PROGRAM)</b>			
	Cash Contributions	In-Kind Contributions	Total
1. Federal Mandated Match	\$0.00	\$0.00	\$0.00
2. State Mandated Match	\$0.00	\$0.00	\$0.00
3. Federal Leveraged Resources	\$0.00	\$0.00	\$0.00
4. Non-Federal Leveraged Resources	\$0.00	\$0.00	\$0.00
5. Leveraged Training Resources			\$0.00
6. Fed Share of Unliquidated Obligations for PFP			\$0.00
7. PFP Contract Expenditures			\$0.00
8. Transitional Jobs Expenditures			\$0.00
9. Incumbent Worker Training Expenditures			\$0.00
<b>VIII. 9130 - RECIPIENT SHARE OF EXPENDITURES</b>			
1. Total Recipient Share of Expenditures			\$7,795.77
2. Total Program Income Earned			\$0.00
3. Total Program Income Expended			\$0.00
<b>IX. COMMENTS</b>			
<b>X. CERTIFICATION</b>			
1. Name	2. Title	3. Phone Number	
Carma, Lacy	OCWEDD Director	(714) 480-6420	
4. Contact Name	5. Contact Title	6. Phone Number	7. Date Submitted
Jacqueline Rogers	Fiscal Manager	(714) 480-6527	1/18/2023

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 Signature

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 Date

Subgrantee Code: County of Orange

Report Type: Q

Grant Code: 202

Grant Term: 10/01/2021-06/30/2023

Report Period: 202212

**I.SUBGRANT INFORMATION**

1. Year Of Appropriation	2021
2. Report Revision Number	0
3. Subgrant Number	AA211023
4. Subgrant Term From-To:	4/1/2021-8/19/2023
5. Total Allotment	\$2,602,657.00
6. Closeout Report (Y/N)	No

<b>II. TOTAL EXPENDITURES (Admin + Program)</b>	\$1,880,142.38
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**III. ADMINISTRATIVE EXPENDITURES**

1. Administrative Cash Expenditures	\$260,265.70
2. Administrative Accrued Expenditures	\$0.00
3. Total Admin Expenditures	\$260,265.70

**IV. OTHER REPORTABLE ITEMS (ADMIN)**

1. Non-Federal Support (Stand-in)	\$26,542.42
2. Unliquidated Obligations	\$0.00
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

**V. CUMULATIVE EXPENDITURES (PROGRAM)**

	Cash Expenditure	Accrued Expenditure	Total Expenditure
1. Core Self Services			\$0.00
2. Core Registration/WIOA Career Services Basic			\$1,585,745.85
3. Intensive Services/WIOA Career Services Ind.			\$0.00
4. Career Services Follow-Up			\$0.00
5. WIOA Training Services			
a. WIOA Training Payments			\$34,130.83
b. WIOA Other Training Services			\$0.00
c. WIOA Training Supportive Services			\$0.00
6. Other			\$0.00
7. Total Program Expenditure	\$1,130,333.56	\$489,543.12	\$1,619,876.68

**VI. OTHER REPORTABLE ITEMS (PROGRAM)**

1. Non-Federal Support (Stand-in)	\$0.00
2. Unliquidated Obligations	\$899,367.57
a. Unliquidated Obligations-Core and Intensive Services/Career Services	\$704,734.59
b. Unliquidated Obligations-Training Services	\$194,632.98
c. Unliquidated Obligations-Other	\$0.00
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

<b>VII. MISCELLANEOUS ITEMS (ADMIN AND/OR PROGRAM)</b>			
	Cash Contributions	In-Kind Contributions	Total
1. Federal Mandated Match	\$0.00	\$0.00	\$0.00
2. State Mandated Match	\$0.00	\$0.00	\$0.00
3. Federal Leveraged Resources	\$0.00	\$14,297.50	\$14,297.50
4. Non-Federal Leveraged Resources	\$0.00	\$5,675.00	\$5,675.00
5. Leveraged Training Resources			\$0.00
6. Fed Share of Unliquidated Obligations for PFP			\$0.00
7. PFP Contract Expenditures			\$0.00
8. Transitional Jobs Expenditures			\$0.00
9. Incumbent Worker Training Expenditures			\$0.00
<b>VIII. 9130 - RECIPIENT SHARE OF EXPENDITURES</b>			
1. Total Recipient Share of Expenditures			\$32,217.42
2. Total Program Income Earned			\$0.00
3. Total Program Income Expended			\$0.00
<b>IX. COMMENTS</b>			
<b>X. CERTIFICATION</b>			
1. Name	2. Title	3. Phone Number	
Carma, Lacy	OCWEDD Director	(714) 480-6420	
4. Contact Name	5. Contact Title	6. Phone Number	7. Date Submitted
Jacqueline Rogers	Fiscal Manager	(714) 480-6527	1/18/2023

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 Signature

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 Date

Subgrantee Code: County of Orange

Report Type: Q

Grant Code: 301

Grant Term: 04/01/2021-06/30/2023

Report Period: 202212

**I.SUBGRANT INFORMATION**

1. Year Of Appropriation	2021
2. Report Revision Number	0
3. Subgrant Number	AA211023
4. Subgrant Term From-To:	4/1/2021-8/19/2023
5. Total Allotment	\$3,295,177.00
6. Closeout Report (Y/N)	No

<b>II. TOTAL EXPENDITURES (Admin + Program)</b>	\$1,938,677.11
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**III. ADMINISTRATIVE EXPENDITURES**

1. Administrative Cash Expenditures	\$329,517.70
2. Administrative Accrued Expenditures	\$0.00
3. Total Admin Expenditures	\$329,517.70

**IV. OTHER REPORTABLE ITEMS (ADMIN)**

1. Non-Federal Support (Stand-in)	\$34,069.49
2. Unliquidated Obligations	\$0.00
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

**V. CUMULATIVE EXPENDITURES (PROGRAM)**

	Cash Expenditure	Accrued Expenditure	Total Expenditure
1. Youth In School			\$457,191.88
2. Youth Out Of School			\$1,151,967.53
3. Total Program Expenditures	\$1,396,542.43	\$212,616.98	\$1,609,159.41
a. Youth Summer Employment Opportunities			\$0.00
b. WIOA Paid and Unpaid Work Experience			\$121,545.00

**VI. OTHER REPORTABLE ITEMS (PROGRAM)**

1. Non-Federal Support (Stand-in)	\$0.00
2. Unliquidated Obligations	\$1,356,499.89
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

<b>VII. MISCELLANEOUS ITEMS (ADMIN AND/OR PROGRAM)</b>	Cash Contributions	In-Kind Contributions	Total
1. Federal Mandated Match	\$0.00	\$0.00	\$0.00
2. State Mandated Match	\$0.00	\$0.00	\$0.00
3. Federal Leveraged Resources	\$0.00	\$0.00	\$0.00
4. Non-Federal Leveraged Resources	\$0.00	\$0.00	\$0.00
5. Fed Share of Unliquidated Obligations for PFP			\$0.00
6. PFP Contract Expenditures			\$0.00

**VIII. 9130 - RECIPIENT SHARE OF EXPENDITURES**

1. Total Recipient Share of Expenditures	\$34,069.49
2. Total Program Income Earned	\$0.00
3. Total Program Income Expended	\$0.00

**IX. COMMENTS****X. CERTIFICATION**

1. Name	2. Title	3. Phone Number	
Carma, Lacy	OCWEDD Director	(714) 480-6420	
4. Contact Name	5. Contact Title	6. Phone Number	7. Date Submitted
Jacqueline Rogers	Fiscal Manager	(714) 480-6527	1/18/2023

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 Signature

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 Date

Subgrantee Code: County of Orange

Report Type: Q

Grant Code: 501

Grant Term: 07/01/2021-06/30/2023

Report Period: 202212

**I.SUBGRANT INFORMATION**

1. Year Of Appropriation	2021
2. Report Revision Number	0
3. Subgrant Number	AA211023
4. Subgrant Term From-To:	4/1/2021-8/19/2023
5. Total Allotment	\$733,087.00
6. Closeout Report (Y/N)	No

<b>II. TOTAL EXPENDITURES (Admin + Program)</b>	\$733,087.00
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**III. ADMINISTRATIVE EXPENDITURES**

1. Administrative Cash Expenditures	\$73,308.70
2. Administrative Accrued Expenditures	\$0.00
3. Total Admin Expenditures	\$73,308.70

**IV. OTHER REPORTABLE ITEMS (ADMIN)**

1. Non-Federal Support (Stand-in)	\$11,469.62
2. Unliquidated Obligations	\$0.00
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

**V. CUMULATIVE EXPENDITURES (PROGRAM)**

	Cash Expenditure	Accrued Expenditure	Total Expenditure
1. Core Self Services			\$0.00
2. Core Registration/WIOA Career Services Basic			\$66,786.61
3. Intensive Services/WIOA Career Services Ind.			\$0.00
4. Career Services Follow-Up			\$0.00
5. WIOA Training Services			
a. WIOA Training Payments			\$571,657.39
b. WIOA Other Training Services			\$0.00
c. WIOA Training Supportive Services			\$21,334.30
6. Other			\$0.00
7. Total Program Expenditure	\$659,778.30	\$0.00	\$659,778.30

**VI. OTHER REPORTABLE ITEMS (PROGRAM)**

1. Non-Federal Support (Stand-in)	\$0.00
2. Unliquidated Obligations	\$0.00
a. Unliquidated Obligations-Core and Intensive Services/Career Services	\$0.00
b. Unliquidated Obligations-Training Services	\$0.00
c. Unliquidated Obligations-Other	\$0.00
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

<b>VII. MISCELLANEOUS ITEMS (ADMIN AND/OR PROGRAM)</b>			
	Cash Contributions	In-Kind Contributions	Total
1. Federal Mandated Match	\$0.00	\$0.00	\$0.00
2. State Mandated Match	\$0.00	\$0.00	\$0.00
3. Federal Leveraged Resources	\$0.00	\$0.00	\$0.00
4. Non-Federal Leveraged Resources	\$0.00	\$0.00	\$0.00
5. Leveraged Training Resources			\$0.00
6. Fed Share of Unliquidated Obligations for PFP			\$0.00
7. PFP Contract Expenditures			\$0.00
8. Transitional Jobs Expenditures			\$0.00
9. Incumbent Worker Training Expenditures			\$0.00
<b>VIII. 9130 - RECIPIENT SHARE OF EXPENDITURES</b>			
1. Total Recipient Share of Expenditures			\$11,469.62
2. Total Program Income Earned			\$0.00
3. Total Program Income Expended			\$0.00
<b>IX. COMMENTS</b>			
<b>X. CERTIFICATION</b>			
1. Name	2. Title	3. Phone Number	
Carma, Lacy	OCWEDD Director	(714) 480-6420	
4. Contact Name	5. Contact Title	6. Phone Number	7. Date Submitted
Jacqueline Rogers	Fiscal Manager	(714) 480-6527	1/18/2023

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 Signature

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 Date

Subgrantee Code: County of Orange

Report Type: Q

Grant Code: 502

Grant Term: 10/01/2021-06/30/2023

Report Period: 202212

**I.SUBGRANT INFORMATION**

1. Year Of Appropriation	2021
2. Report Revision Number	0
3. Subgrant Number	AA211023
4. Subgrant Term From-To:	4/1/2021-8/19/2023
5. Total Allotment	\$3,119,628.00
6. Closeout Report (Y/N)	No

<b>II. TOTAL EXPENDITURES (Admin + Program)</b>	\$1,138,287.24
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**III. ADMINISTRATIVE EXPENDITURES**

1. Administrative Cash Expenditures	\$311,962.80
2. Administrative Accrued Expenditures	\$0.00
3. Total Admin Expenditures	\$311,962.80

**IV. OTHER REPORTABLE ITEMS (ADMIN)**

1. Non-Federal Support (Stand-in)	\$17,809.24
2. Unliquidated Obligations	\$0.00
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

**V. CUMULATIVE EXPENDITURES (PROGRAM)**

	Cash Expenditure	Accrued Expenditure	Total Expenditure
1. Core Self Services			\$0.00
2. Core Registration/WIOA Career Services Basic			\$826,324.44
3. Intensive Services/WIOA Career Services Ind.			\$0.00
4. Career Services Follow-Up			\$0.00
5. WIOA Training Services			
a. WIOA Training Payments			\$0.00
b. WIOA Other Training Services			\$0.00
c. WIOA Training Supportive Services			\$0.00
6. Other			\$0.00
7. Total Program Expenditure	\$465,969.20	\$360,355.24	\$826,324.44

**VI. OTHER REPORTABLE ITEMS (PROGRAM)**

1. Non-Federal Support (Stand-in)	\$0.00
2. Unliquidated Obligations	\$1,530,481.94
a. Unliquidated Obligations-Core and Intensive Services/Career Services	\$1,309,975.49
b. Unliquidated Obligations-Training Services	\$220,506.45
c. Unliquidated Obligations-Other	\$0.00
3. Program Income Earned	\$1,304.89
4. Program Income Expended	\$1,304.89

<b>VII. MISCELLANEOUS ITEMS (ADMIN AND/OR PROGRAM)</b>			
	Cash Contributions	In-Kind Contributions	Total
1. Federal Mandated Match	\$0.00	\$0.00	\$0.00
2. State Mandated Match	\$0.00	\$0.00	\$0.00
3. Federal Leveraged Resources	\$0.00	\$5,260.00	\$5,260.00
4. Non-Federal Leveraged Resources	\$0.00	\$69,171.50	\$69,171.50
5. Leveraged Training Resources			\$0.00
6. Fed Share of Unliquidated Obligations for PFP			\$0.00
7. PFP Contract Expenditures			\$0.00
8. Transitional Jobs Expenditures			\$0.00
9. Incumbent Worker Training Expenditures			\$0.00
<b>VIII. 9130 - RECIPIENT SHARE OF EXPENDITURES</b>			
1. Total Recipient Share of Expenditures			\$86,980.74
2. Total Program Income Earned			\$1,304.89
3. Total Program Income Expended			\$1,304.89
<b>IX. COMMENTS</b>			
<b>X. CERTIFICATION</b>			
1. Name	2. Title	3. Phone Number	
Carma, Lacy	OCWEDD Director	(714) 480-6420	
4. Contact Name	5. Contact Title	6. Phone Number	7. Date Submitted
Jacqueline Rogers	Fiscal Manager	(714) 480-6527	1/18/2023

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 Signature

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 Date

Subgrantee Code: County of Orange

Report Type: Q

Grant Code: 1218

Grant Term: 04/01/2021-12/31/2022

Report Period: 202212

**I.SUBGRANT INFORMATION**

1. Year Of Appropriation	2020
2. Report Revision Number	0
3. Subgrant Number	AA111023
4. Subgrant Term From-To:	4/1/2020-3/31/2023
5. Total Allotment	\$375,000.00
6. Closeout Report (Y/N)	No

<b>II. TOTAL EXPENDITURES (Admin + Program)</b>	\$295,303.95
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**III. ADMINISTRATIVE EXPENDITURES**

1. Administrative Cash Expenditures	\$24,028.90
2. Administrative Accrued Expenditures	\$0.00
3. Total Admin Expenditures	\$24,028.90

**IV. OTHER REPORTABLE ITEMS (ADMIN)**

1. Non-Federal Support (Stand-in)	\$2,039.18
2. Unliquidated Obligations	\$0.00
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

**V. CUMULATIVE EXPENDITURES (PROGRAM)**

	Cash Expenditure	Accrued Expenditure	Total Expenditure
1. Core Self Services			\$0.00
2. Core Registration/WIOA Career Services Basic			\$0.00
3. Intensive Services/WIOA Career Services Ind.			\$0.00
4. Career Services Follow-Up			\$0.00
5. WIOA Training Services			
a. WIOA Training Payments			\$0.00
b. WIOA Other Training Services			\$0.00
c. WIOA Training Supportive Services			\$0.00
6. Other			\$271,275.05
7. Total Program Expenditure	\$217,770.05	\$53,505.00	\$271,275.05

**VI. OTHER REPORTABLE ITEMS (PROGRAM)**

1. Non-Federal Support (Stand-in)	\$0.00
2. Unliquidated Obligations	\$79,696.05
a. Unliquidated Obligations-Core and Intensive Services/Career Services	\$0.00
b. Unliquidated Obligations-Training Services	\$0.00
c. Unliquidated Obligations-Other	\$79,696.05
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

<b>VII. MISCELLANEOUS ITEMS (ADMIN AND/OR PROGRAM)</b>			
	Cash Contributions	In-Kind Contributions	Total
1. Federal Mandated Match	\$0.00	\$0.00	\$0.00
2. State Mandated Match	\$0.00	\$0.00	\$0.00
3. Federal Leveraged Resources	\$0.00	\$0.00	\$0.00
4. Non-Federal Leveraged Resources	\$0.00	\$0.00	\$0.00
5. Leveraged Training Resources			\$0.00
6. Fed Share of Unliquidated Obligations for PFP			\$0.00
7. PFP Contract Expenditures			\$0.00
8. Transitional Jobs Expenditures			\$0.00
9. Incumbent Worker Training Expenditures			\$0.00
<b>VIII. 9130 - RECIPIENT SHARE OF EXPENDITURES</b>			
1. Total Recipient Share of Expenditures			\$2,039.18
2. Total Program Income Earned			\$0.00
3. Total Program Income Expended			\$0.00
<b>IX. COMMENTS</b>			
<b>X. CERTIFICATION</b>			
1. Name	2. Title	3. Phone Number	
Carma, Lacy	OCWEDD Director	(714) 480-6420	
4. Contact Name	5. Contact Title	6. Phone Number	7. Date Submitted
Jacqueline Rogers	Fiscal Manager	(714) 480-6527	1/18/2023

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 Signature

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 Date

Subgrantee Code: County of Orange

Report Type: Q

Grant Code: 1225

Grant Term: 04/01/2021-03/31/2023

Report Period: 202212

**I.SUBGRANT INFORMATION**

1. Year Of Appropriation	2020
2. Report Revision Number	0
3. Subgrant Number	AA111023
4. Subgrant Term From-To:	4/1/2020-3/31/2023
5. Total Allotment	\$500,000.00
6. Closeout Report (Y/N)	No

<b>II. TOTAL EXPENDITURES (Admin + Program)</b>	\$457,694.82
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**III. ADMINISTRATIVE EXPENDITURES**

1. Administrative Cash Expenditures	\$37,500.00
2. Administrative Accrued Expenditures	\$0.00
3. Total Admin Expenditures	\$37,500.00

**IV. OTHER REPORTABLE ITEMS (ADMIN)**

1. Non-Federal Support (Stand-in)	\$19,321.61
2. Unliquidated Obligations	\$0.00
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

**V. CUMULATIVE EXPENDITURES (PROGRAM)**

	Cash Expenditure	Accrued Expenditure	Total Expenditure
1. Core Self Services			\$0.00
2. Core Registration/WIOA Career Services Basic			\$0.00
3. Intensive Services/WIOA Career Services Ind.			\$0.00
4. Career Services Follow-Up			\$0.00
5. WIOA Training Services			
a. WIOA Training Payments			\$0.00
b. WIOA Other Training Services			\$0.00
c. WIOA Training Supportive Services			\$0.00
6. Other			\$420,194.82
7. Total Program Expenditure	\$420,194.82	\$0.00	\$420,194.82

**VI. OTHER REPORTABLE ITEMS (PROGRAM)**

1. Non-Federal Support (Stand-in)	\$0.00
2. Unliquidated Obligations	\$42,305.18
a. Unliquidated Obligations-Core and Intensive Services/Career Services	\$0.00
b. Unliquidated Obligations-Training Services	\$0.00
c. Unliquidated Obligations-Other	\$42,305.18
3. Program Income Earned	\$0.00
4. Program Income Expended	\$0.00

<b>VII. MISCELLANEOUS ITEMS (ADMIN AND/OR PROGRAM)</b>			
	Cash Contributions	In-Kind Contributions	Total
1. Federal Mandated Match	\$0.00	\$0.00	\$0.00
2. State Mandated Match	\$0.00	\$0.00	\$0.00
3. Federal Leveraged Resources	\$0.00	\$0.00	\$0.00
4. Non-Federal Leveraged Resources	\$0.00	\$0.00	\$0.00
5. Leveraged Training Resources			\$0.00
6. Fed Share of Unliquidated Obligations for PFP			\$0.00
7. PFP Contract Expenditures			\$0.00
8. Transitional Jobs Expenditures			\$0.00
9. Incumbent Worker Training Expenditures			\$0.00
<b>VIII. 9130 - RECIPIENT SHARE OF EXPENDITURES</b>			
1. Total Recipient Share of Expenditures			\$19,321.61
2. Total Program Income Earned			\$0.00
3. Total Program Income Expended			\$0.00
<b>IX. COMMENTS</b>			
<b>X. CERTIFICATION</b>			
1. Name	2. Title	3. Phone Number	
Carma, Lacy	OCWEDD Director	(714) 480-6420	
4. Contact Name	5. Contact Title	6. Phone Number	7. Date Submitted
Jacqueline Rogers	Fiscal Manager	(714) 480-6527	1/18/2023

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 Signature

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 Date

CA Microbusiness Covid-19 Relief Grant

Grant period: 01/21/21-12/31/22- extended 06/30/23

Report Period: December 31, 2022

Job # C720A, C720P	Budget	Jan-Jun 2022	FY 21-22 Expenditures	Jul-Sep 2022	Oct-Dec 2022	FY 21-22 Expenditures	Total Expenditures	Remaining Budget
Salaries & Benefits	\$ 272,500.00	\$ 36,934.78	\$ 36,934.78	\$ 32,636.95	\$ 19,290.50	\$ 51,927.45	\$ 88,862.23	183,637.77
Techologies-OCIT portal	10,500.00	5,768.00	\$ 5,768.00			\$ -	\$ 5,768.00	4,732.00
Supplies	17,000.00		\$ -			\$ -	\$ -	17,000.00
Contractual-participants	3,075,481.68	1,760,000.00	\$ 1,760,000.00	800,000.00	497,500.00	\$ 1,297,500.00	\$ 3,057,500.00	17,981.68
Other -Supportive Serv	-		\$ -			\$ -	\$ -	0.00
Other -Admin	300,000.00	17,764.87	\$ 17,764.87	19,560.10	19,738.04	\$ 39,298.14	\$ 57,063.01	242,936.99
<b>Total Expenditures</b>	<b>3,675,481.68</b>	<b>1,820,467.65</b>	<b>1,820,467.65</b>	<b>852,197.05</b>	<b>536,528.54</b>	<b>1,388,725.59</b>	<b>3,209,193.24</b>	<b>466,288.44</b>

Cash Draws	Prepaid Check	Jan-Jun 2022	Cumulative Draws to Date	Jul-Sep 2022	Cumulative Draws to Date	Total Cash Request	Remaining Budget
Monthly Amounts	3,675,481.68	1,820,467.65	1,820,467.65	852,197.05	536,528.54	1,388,725.59	466,288.44
Adjustment from last draw							
Total Draws							

Note: There's a remaining balance of \$300K

U.S. Department of Labor, Employment and Training Administration  
 WIOA sec. 170-National Dislocated Worker Grant  
 CAREER DLW Grant- 09/24/21-09/23/23 (due the 15th of the following month)

Report Period: December 31, 2022

Job # C719A, C719P	Budget	FY 21-22			FY 22-23			Total Expenditures	Remaining Budget
		Expenditures	Sep-22	Dec-22	Mar-23	Expenditures	Expenditures		
Personnel	\$ 575,118.00	\$ 3,157.58	\$ 10,358.60	\$ 29,774.46		\$ 40,133.06	\$ 43,290.64	531,827.36	
Fringe Benefits	506,102.00	2,255.97	10,059.10	21,821.39		31,880.49	34,136.46	471,965.54	
Travel	4,300.00	-				-	-	4,300.00	
Equipment	350,000.00	-				-	-	350,000.00	
Supplies	16,300.00	-		4,374.82		4,374.82	4,374.82	11,925.18	
Contractual	1,250,000.00	-		27,297.29		27,297.29	27,297.29	1,222,702.71	
Other -Supportive Serv	148,000.00	-				-	-	148,000.00	
Other -Admin	150,180.00	1,868.54	2,829.06	28,344.41		31,173.47	33,042.01	117,137.99	
<b>Total Charges</b>	<b>3,000,000.00</b>	<b>7,282.09</b>	<b>23,246.76</b>	<b>111,612.37</b>	<b>-</b>	<b>134,859.13</b>	<b>142,141.22</b>	<b>2,857,858.78</b>	

Accrual Expenditures

Contractor Accrual

Contractor Accrual

- Fr. C

Quarterly Report Amount

\$ 142,141.22

Cash Draws	Budget	Cumulative Draws to Date	Sep-22	Dec-22	Mar-23	Cumulative Draws to Date	Total Cash Request	Remaining Budget
Monthly Amounts	\$ 3,000,000.00	4,605.53	2,676.56	23,246.76	111,612.37	137,535.69	142,141.22	\$ 2,857,858.78
Adjustment from last draw								
Total Draws								

**Note:**

Adjustment\*: Per

## - OCWEDD COMPLIANCE/MONITORING UPDATES -

<b>ONGOING EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD) AUDITS</b>	
<b>INFORMATION</b>	<b>STATUS</b> (As of January 2023)
WIOA Fiscal and Procurement Review Program Years 2016-17 & 2017-18	ONGOING
WIOA National Dislocated Worker Grant (NDWG) 2017- California Wildfires (10/18/17 -12/10/18)	ONGOING
WIOA Youth Program Monitoring PY 2019-20 (Review period September 1, 2017, through August 31, 2019)	ONGOING
Technical Support (Case #2017-SA-003)	ONGOING
<b>RESOLVED / COMPLETED EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD) AUDITS</b>	
<b>INFORMATION</b>	<b>STATUS</b> (As of January 2023)
85% Formula Grant Review Program Year 2020-21 (Review period September 1, 2018, through December 31, 2020)	RESOLVED/COMPLETED
2020 COVID-19 Employment Recovery NDWG Monitoring Review for Program Year 2021-22	RESOLVED/COMPLETED
WIOA Formula Grants Review Program Year 2018-19	RESOLVED/COMPLETED
WIOA Fiscal and Procurement Review Program Year 2018-19	RESOLVED/COMPLETED
Fiscal and Procurement Monitoring Review 85% Formula Grant Program Year 2019-20	RESOLVED/COMPLETED
Enhanced Desk Review Monitoring- Regional Organizer/Regional Training Coordinators	RESOLVED/COMPLETED
2020 COVID-19 Employment Recovery NDWG Monitoring Review Program Year 2021-22	RESOLVED/COMPLETED
WIOA Section 188 Desk Review Program Year 2021-22	RESOLVED/COMPLETED
EDD Single Audit Report (case number 2018-SA-005) for the Fiscal Year ending June 30, 2019	RESOLVED/COMPLETED
Fiscal and Procurement Monitoring Review PY 2019-20 (Period of January 1, 2019, through December 31, 2019)	RESOLVED/COMPLETED
WIOA Youth Program Monitoring Program Year 2019-20	RESOLVED/COMPLETED
85% Formula Grant Review Program Year 2021-22 (Review period July 1, 2021, through June 30, 2022)	RESOLVED/COMPLETED
<b>COUNTY OF ORANGE FISCAL MONITORING &amp; COMPLIANCE AUDITS</b>	
<b>INFORMATION</b>	<b>STATUS</b> (As of January 2023)
OCCS/CM&PC Fiscal Monitoring Reviews Program Year 2019-20	RESOLVED/COMPLETED
OCCS/CM&PC Fiscal Monitoring Reviews Program Year 2020-21	RESOLVED/COMPLETED
OCCS/CM&PC Fiscal Monitoring Reviews Program Year 2021-22	ONGOING
<b>OC COMMUNITY SERVICES (OCCS)/CONTRACTS MONITORING &amp; PROGRAM COMPLIANCE (CM&amp;PC) PROGRAM MONITORING &amp; COMPLIANCE AUDITS</b>	
<b>INFORMATION</b>	<b>STATUS</b> (As of January 2023)
OCCS/CM&PC Program Monitoring Reviews Program Year 2019-20	RESOLVED/COMPLETED
OCCS/CM&PC Program Monitoring Reviews Program Years 2020-21 and 2021-22	ONGOING