



## A G E N D A

### Orange County Workforce Development Board

**February 22, 2023**

**8:30 AM**

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

**Location:**

1501 E. St. Andrew  
Santa Ana, CA.

**\*\*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. 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. To speak on a matter not appearing in the agenda, but under the jurisdiction of this Advisory Board, you may do so during Public Comments. Speaker request forms must be sent prior to the beginning of the meeting, the reading of the individual agenda items and/or the beginning of Public Comments. When addressing the Committee, it is requested that you state your name and city of residence for the record. Address the Committee 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 Teri Hollingsworth
2. PLEDGE OF ALLEGIANCE
3. BOARD MEMBER ROLL CALL: OC Community Services Representative
4. PUBLIC COMMENT:  
At this time, members of the public may address the Executive 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 maximum).

**ACTION ITEM(S):**

5. OCWDB WORK EXPERIENCE POLICY  
*Recommendation: Review and approve OCWDB Work Experience Policy.*
6. OCWDB SUPPORTIVE SERVICES POLICY  
*Recommendation: Review and approve OCWDB Support Services Policy.*
7. YOUTH PROGRAM SPECIAL INITIATIVE  
*Recommendation: Review and approve Youth Program Special Initiative.*
8. ORANGE COUNTY WORKFORCE DEVELOPMENT BOARD NON-ELECTED MEMBER APPOINTMENTS  
*Recommendation: Review and approve appointments of OCWDB Non-Elected Members to the Youth Committee.*
  - A. Sherri Han-Lam
  - B. Sloane Keane*Recommendation: Review and approve appointments of OCWDB Non-Elected Members to the Business Services Committee.*
  - C. Heather Falcone
  - D. Dr. Glenn Roquemore*Recommendation: Review and approve appointments of OCWDB Non-Elected Members to the One-Stop Oversight Committee.*
  - E. Karima Feldhus

**PRESENTATIONS:**

9. EMPLOYMENT DEVELOPMENT DEPARTMENT LABOR MANAGEMENT INFORMATION, Maritza Q. Gamboa, Employment Development Department, Labor Market Division
10. OCWDB REGIONAL AND LOCAL PLAN, David Shinder

11. ORANGE WORKFORCE ALLIANCE, Annette Kelly Whittle

12. CALIFORNIA WORKFORCE ASSOCIATION(CWA): LOCAL WORKFORCE DEVELOPMENT BOARD ROLE, Bob Lanter, Executive Director, CWA

**INFORMATION ITEM(S):** COMMITTEE CHAIR UPDATES

13. BUSINESS SERVICES COMMITTEE

14. YOUTH COMMITTEE

A. PERFORMANCE

i. READY SET OC QUARTER 2

ii. SUMMER TRAINING AND EMPLOYMENT PROGRAM FOR STUDENTS (STEPS) QUARTER 2

15. ONE-STOP OVERSIGHT COMMITTEE

A. PERFORMANCE

i. AMERICA WORKS/ONE-STOP OPERATOR QUARTER 2

ii. MANAGED CAREER SOLUTIONS/TITLE I CAREER SERVICES QUARTER 2

iii. VETERANS EMPLOYMENT RELATED ASSISTANCE PROGRAM (VEAP) QUARTER 2

iv. DEPARTMENT OF LABOR CAREER GRANT QUARTER 2

B. ONE-STOP SURVEYS

16. 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

17. EDD COMPLIANCE / AUDIT UPDATES

**DISCUSSION ITEM(S):**

18. OPEN DISCUSSION

*At this time, members of this Committee 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.



DYLAN WRIGHT  
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OC COMMUNITY RESOURCES

CYMANTHA ATKINSON  
ASSISTANT DIRECTOR  
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JULIE LYONS  
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TOM STARNES  
DIRECTOR  
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JULIE QUILLMAN  
COUNTY LIBRARIAN  
OC PUBLIC LIBRARIES

# 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

**IV. Position Information**

Position/Title	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 OCWDB Business Solutions 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 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.
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 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. Electronic timesheet signatures are acceptable.
5. The 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.
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.
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 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>

**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.

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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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

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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 - ~~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. 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, State, Zip: \_\_\_\_\_

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

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

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

**IV. Position Information**

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

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:

- 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.

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

Form with sections: PARTICIPANT AND COARSEWORKSITE INFORMATION, fields for Participant Name, WIOA Application, Service Provider, Worksite Name, Supervisor, Contact / Title, Facility Address, Start Date, End Date, Weekly Hours, Position/Title, checkboxes for MODIFICATION and EXTENSION, and a large REASON FOR MODIFICATION/EXTENSION field.

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 WorksiteName of Participant Participant
Authorized Signer for Worksite Signature and Date

-

Print Name of Case ManagerService Provider Site Manager Case ManagerService
Provider Site Manager Signature and Date

-

Print Name of County of Orange Representative Program Manager Program
ManagerCounty 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  
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, 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**

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** unless;
- 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



Attachment VI  
**Supportive Services Waiver Request**

Under Orange County Workforce Development Board's Supportive Services Policy, a Service Provider may request a waiver for exceptional circumstances prior to finalizing the issuance of supportive services exceeding \$6,000.

Participant Name:

Program:

This waiver request is being submitted for the following reason:

- Participant's obligational household expenses reasonably exceeds \$6,000
- Supportive services in excess of \$6,000 is necessary for the participant to continue their education, obtain employment, or retain employment.
- Participant has demonstrated a justified need for supportive services exceeding \$6,000

Justification for waiver:

The additional documentation is required to be included with this waiver request:

1. Supportive Services Request Form
2. Supportive Services Participant Log
3. Supporting financial documentation, as applicable

\_\_\_\_\_ Case Manager (Print)

\_\_\_\_\_ Case Manager Signature

\_\_\_\_\_ Date

\_\_\_\_\_ Program Manager (Print)

\_\_\_\_\_ Program Manager Signature

\_\_\_\_\_ Date

**County of Orange Use Only**

OC Director/Deputy Director of Workforce Development Approval:  Yes  No

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

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

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## PURPOSE

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## EFFECTIVE DATE

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## BACKGROUND

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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.”

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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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- 8. Legal aid services;
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[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**

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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.
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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.
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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 unless:**

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~~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~~

APPROVED BY YOUTH COMMITTEE ON 2/2/2023

APPROVED BY EXECUTIVE COMMITTEE WITH MODIFICATIONS ON 2/16/2023

### 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 requesting approval from EDD & DOL the opportunity~~ to develop a special pilot program using WIOA youth funding to serve youth with disabilities in Orange County ~~with prior approval from DOL and the State.~~
2. Approve ~~exploring the possibility to development of a pilot a cost plus performance~~ (cost reimbursement plus performance-based contract payments) for a special pilot program ~~with prior contingent on~~ approval from EDD & DOL ~~and the State.~~

## 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 requesting approval from EDD & DOL to develop a special pilot program using WIOA youth funding to serve youth with disabilities in Orange County.
2. Approve the development of a pilot cost plus performance (cost reimbursement plus performance-based payments) for a special pilot program contingent on approval from EDD & DOL.

**Item #8A – ACTION**

Approval of Sherri Han-Lam as a New Member on the Orange County Workforce Development Board's Youth Committee

**BACKGROUND:**

The Orange County Workforce Development Board (OCWDB), in partnership with the Orange County Board of Supervisors, oversees Orange County's workforce development activities and programs related to the Workforce Innovation and Opportunity Act (WIOA).

The OCWDB's responsibility is to provide feedback and insight to discussions on planning, operations, and oversight of WIOA activities and programs. This feedback and insight are most effective from board membership that includes diverse, experienced voices. Potential new OCWDB Youth Committee Member, Sherri Han-Lam, brings a wealth of experience and knowledge and would be a positive contribution to the OCWDB.

Sherri Han-Lam has been the District Administrator, and acting Regional Director, for the Department of Rehabilitation (DOR) since 2019. She has more than 25 years of experience working with the DOR, having held various positions in different cities within Southern California. Throughout her career with the DOR, Sherri has contributed her expertise in both administrative services and the provision of direct support to participants through case management, counseling, guidance, and analyses of medical and psychological records. In addition, Sherri speaks multiple languages, allowing for more inclusive care and removal of cultural barriers within the community. Sherri hopes to bridge her work with the OCWDB and create more employment opportunities for individuals with disabilities.

**RECOMMENDATION(S):**

Approve membership on OCWDB's Youth Committee for Sherri Han-Lam, District Administrator, acting Regional Director, of the Department of Rehabilitation.

**ATTACHMENTS:**

Sherri Han-Lam Resume

Application for Sherri Han-Lam

## **Sherri Han-Lam**

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**Objective:** Serving on the OCWDB and collaborating with community partners to increase employment opportunities for youth and individuals with disability.

### **Staff Services Manager II/ District Administrator**

Department of Rehabilitation, Anaheim CA

8/2019 – present

- Acting Regional Director
- Overseeing the entire district's operations
- Conducting Administrative Reviews
- Representing district in mediations and fair hearings
- Resolving consumer's and vendor's complaints
- Conducting investigations of employee's complaints
- Hiring and training new managers
- Skelly officer
- Spearheaded America's Job Center California MOUs
- Managing district's budget
- Collaborating with schools, colleges and community agencies
- Supervising 10 managers
- Completing probationary reports and IDPs

### **Staff Services Manager I/ District Operations**

Department of Rehabilitation, Long Beach and Anaheim

8/2013 – 8/2019

- Acting District Administrator
- Evaluated and rated 3 America's Job Center of California Request for Proposals (RFP) for Los Angeles County
- Monitoring the district's budget and balance the budget
- Resolving complaints

- Supervising accounting and district operations team
- Implementing district centralized invoicing process
- Handling Co-op contracts
- Hiring and training new employees

### **Senior Vocational Rehabilitation Counselor/ QRP**

Department of Rehabilitation, West Covina CA      1995 – 2013

- Providing vocational counseling and guidance
- Analyzing and interpreting medical and psychological records
- Case management
- Writing compliance vocational rehabilitation plans
- Resolving consumer's issues
- District trainer
- Guiding consumers with training programs
- Obtaining employment for consumers

### **Education:**

Master's of Science Degree: Rehabilitation Counseling

California State University of Los Angeles      2000

Bachelor of Science Degree: Rehabilitation Counseling

California State University of Los Angeles      1994

### **Language:**

English, Chinese (Mandarin and Cantonese) and Vietnamese

**Item #8B – ACTION**

Approval of Sloane Keane as a New Member on the Orange County Workforce Development Board's Youth Committee

**BACKGROUND:**

The Orange County Workforce Development Board (OCWDB), in partnership with the Orange County Board of Supervisors, oversees Orange County's workforce development activities and programs related to the Workforce Innovation and Opportunity Act (WIOA).

The OCWDB's responsibility is to provide feedback and insight to discussions on planning, operations, and oversight of WIOA activities and programs. This feedback and insight are most effective from board membership that includes diverse, experienced voices. Potential new OCWDB Youth Committee Member, Sloane Keane, brings a wealth of experience and knowledge and would be a positive contribution to the OCWDB.

Sloane Keane has been a part of the Big Brothers Big Sisters Orange County & the Inland Empire (BBBS) for over a decade. It is the largest mentorship organization in the state, focused on providing youth facing adversity with a strong, enduring, professionally supported one-on-one mentor relationship. Her journey with BBBS began as a mentor, advocating for the promise and power of youth, and she later accepted a position as the agency's Chief Development Officer in 2014. Sloane became the Chief Executive Officer (CEO) in 2018 and has been committed to empowering youth through the BBBS mission. In her role as CEO, she collaborates with numerous agencies, community partners, and funders to enhance service delivery. She currently chairs the BBBS California Association and the BBBS National Partnership Alliance. Sloane also sits on the CEO Leadership Alliance (CLA) Talent Advisory Commission, is an active member in the OCDE Pathways Executive Committee, and has chaired the ACT Anaheim non-profit collaborative. Sloane is passionate about giving back to her community and seeks to join OCWDB in creating caring and connected communities where young people thrive and experience upward social and economic mobility.

**RECOMMENDATION(S):**

Approve membership on OCWDB's Youth Committee for Sloane Keane, CEO of Big Brothers Big Sisters of Orange County and the Inland Empire

**ATTACHMENTS:**

Sloane Keane Resume

Sloane Keane Bio

# SLOANE KEANE

**QUALIFICATIONS:** Consultative business approach combining years of Sales & Marketing experience in the for-profit world with Executive Leadership and Development in the non-profit sector

**PROFESSIONAL SKILLS:**

- Strong track record of achieving results and attaining goals
- Successful relationship builder – both internal and external
- Using data to accurately anticipate trends that translate into expanded and new opportunities
- Strengths based leadership approach
- Organizational management

**EXPERIENCE:**

**BIG BROTHERS BIG SISTERS**

**ORANGE COUNTY & INLAND EMPIRE** (09/2013- present)

Santa Ana, CA

***Chief Executive Officer***

- Responsible for financial sustainability and growth
- Responsible for agency strategy leading to program growth in quality and quantity
- Responsible for agency and executive visibility and brand elevation resulting in volunteer recruitment, board member acquisition and fundraising
- Responsible for strong agency culture resulting in low turnover and talent acquisition

***Chief Development Officer***

***Director of Development***

- Oversee P&L for entire agency
- Developed 3-county revenue strategy
- Responsible for Board of Director recruitment, engagement and giving
- Managed 3-county Fund Development Team
- Launched Recruitment strategy and initiative
- Managed BBBS Fee for Service Model – Work Place Mentoring

**Accomplishments**

- ⇒ FY 2018 – Exceeded operating revenue by \$700,000
- ⇒ Grew annual budget from \$2.5M to \$8M in 5 years
- ⇒ Tripled revenue in 5 years at largest fundraising event
- ⇒ Doubled Avg Board Give/Get from \$20K to \$40K
- ⇒ Built 3-County FD team with Major Gifts, Corporate Partnerships and Volunteer based fundraising strategies
- ⇒ Funded and managed recruitment research project with a goal to better market and acquire volunteers
- ⇒ Managed successful reboot of Fee for Service model – Work Place Mentoring

**OC REGISGTER** (09/12-09/13)

Santa Ana, CA

**Advertising Manager**

- Managed \$7.5M desk with monthly, quarterly, and yearly goal assessments
- Develop and maintain high level client relationships

**BOW TIE PUBLISHING CO.** (09/04-09/12)

Los Angeles, CA

**Advertising Director**

- Managed expansion of US Eastern Sales region for Trade Magazine division
- Developed multi-platform media campaigns resulting in increased market share
- Spearheaded launch of new trade magazine in response to a new and previously untapped market increasing revenue by 30%
- Managed national sales team

**DISCOVERY COMMUNICATIONS** (08/98-09/04)

New York, NY | Los Angeles, CA

**Sales Associate**

- Superior oral/written communications skills
- Excellent follow up and time management
- In house company sales training
- Extensive prospecting and cold calling

**EDUCATION:**

**PENNSYLVANIA STATE UNIVERSITY** (1998)

Bachelor of Arts Advertising/ Public Relations | Minor: Business

**REFERENCES AVAILABLE UPON REQUEST**

**Item #8C – ACTION**

Approval of Heather Falcone as a New Member on the Orange County Workforce Development Board's Business Services Committee

**BACKGROUND:**

The Orange County Workforce Development Board (OCWDB), in partnership with the Orange County Board of Supervisors, oversees Orange County's workforce development activities and programs related to the Workforce Innovation and Opportunity Act (WIOA).

The OCWDB's responsibility is to provide feedback and insight to discussions on planning, operations, and oversight of WIOA activities and programs. This feedback and insight are most effective from board membership that includes diverse, experienced voices. Potential new OCWDB Business Services Committee Member, Heather Falcone, brings a wealth of experience and knowledge and would be a positive contribution to the OCWDB.

Heather Falcone has been the Chief Executive Officer (CEO) of Thermal-Vac Technology since 2019. Heather goes beyond the status quo with her adept abilities in Operations, Financial Management, Root Cause Analysis, ESG Stewardship, and Lean Strategies; these abilities lead to her success with cost reduction, average customer expenditures, and implementation of a research and development program. Heather's success extends beyond business by fostering diversity, equity, and inclusion in every aspect of her work. She is a firm believer in giving everyone an equal opportunity to employment and strives to provide opportunities to vulnerable citizens who are experiencing homelessness, extreme poverty, addiction, or have been impacted by the justice system. She has received recognition across multiple platforms on her work and has imparted her knowledge through a great number of speaking engagements. Heather attributes her company's success to her diverse and inclusive team who fosters growth and a positive work environment.

**RECOMMENDATION(S):**

Approve membership on OCWDB's Business Services Committee for Heather Falcone, CEO of Thermal-Vac Technology

**ATTACHMENTS:**

Bio Heather Falcone

Heather Falcone Resume

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## KEY STRENGTHS & COMPETENCIES

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- People-first servant leader with demonstrated history in heat treating, brazing, and chemical processing industries.
- Innovative, collaborative networker with a knack for identifying opportunities and building lasting relationships.
- Highly adaptable change agent specializing in the growth of high potentials.
- Skilled in Operations Management, Root Cause Analysis, Management, Continual Improvement, and ISO Standards.
- Creative, consultative, solution-based thinker.

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## PROFESSIONAL EXPERIENCE

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THERMAL-VAC TECHNOLOGY, INC. - ORANGE, CA April 2019 – Present

### ***Chief Executive Officer***

- Implemented and executed an R&D program responsible for \$2.4 million in tax refunds for a 4-year period.
- Managed successful PPP loan award and full forgiveness, and a multi-million-dollar ERC project.
- Championed diversity, equity, and inclusion programs resulting in achieving all goals within a 9-month period.
- Designed and oversaw a system of incentives for continual improvement that produced a reduction of \$335,000 in cost of poor quality in paperwork errors in one year.
- Revamped quoting and sales processes using cost accounting and analytical data to gain an average customer price increase of 20% per transaction.
- Metal Treating Institute – Member, Board of Directors
- Chrysalis – Secretary, Executive Board of Directors and Chair, Orange County Advisory Council
- Women Leaders in Family Enterprises (WLIFE) – Advisory Board Member

### ***Administrative Director***

December 2016 – March 2019

- Managed and oversaw all material operations and administrative functions through record growth of 60% in a 3-year period after a stagnation period of nearly 5 years resulting in consecutive awards of Inc. 5000 fastest growing companies.
- Conceptualized and implemented a full marketing strategy, campaigns, and website redesign with a successful launch under budget and ahead of schedule.
- Designed and implemented successful “5 Second Lean” campaign and six sigma programs, including 1+5S in all major processes.

### ***Director of Quality***

April 2012 – November 2016

- Designed and implemented a fully compliant and successfully accredited, AS9100/ISO9001 quality management system.
- Implemented and oversaw effective internal audits resulting in a reduction in NADCAP findings to achieve 24-month merit status (zero findings.)
- Reduced cost of poor quality 89% over the course of one year, resulted in bottom line add back of over \$140,000.
- Voting member of NADCAP heat treat task group
- Member, Aerospace Metals and Engineering Committee (AMEC)

### ***Human Resources Manager***

February 2003 – March 2012

- Implemented and maintained fully digital transition to HRIS, reducing time spent weekly by 40% and lowering administrative costs over \$100,000 annually.
- Designed and implemented safety programs that reduced corporate experience modification from 109 to 68, including closure of several lingering costly worker’s compensation open claims.
- Conceptualized and oversaw engagement programs including employee surveys to gauge baseline engagement, resulting in nomination for OC Top Workplaces.

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**EDUCATION**

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Western Governors University, Salt Lake City, UT  
*Bachelor of Science, Business Administration Management*

Fullerton College, Fullerton, CA  
*Associate of Science, Biology*

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**SPEAKING ENGAGEMENTS**

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- 1/19/23 Leadership Tomorrow Family Business Panel – Panelist
- 11/2/22 Family Business Transitions Conference “Accelerating the Growth of Your Family Business” – Speaker
- 9/15/22 First Bank Inaugural Women in Family Business Leadership Event – Panelist
- 5/19/22 Chysalis Cocktails and Conversation – Keynote
- 5/4/22 Metal Treating Institute “Keys to Understanding Technical Standards and Compliance” - Speaker
- 4/28/22 Transformational Women in Family Business Conference – “Women on the Verge” – Speaker
- 4/7/22 Trust the Process Reentry Seminar – Keynote
- 10/10/19 UCLA Steinbeck Family Business Seminar – “Women Leaders; Forget Balance, It’s All About Jenga” - Panelist
- Podcast Guest – Heat Treat Today Cybersecurity Panel 2022
- Podcast Guest – The Heat Treat Podcast, Vacuum Heat Treating 2021
- Podcast Guest – Chrysalis Community Broadcast 2021
- Podcast Guest – From the Hart Podcast 2021
- Podcast Guest – Back to Business Podcast 2020
- Podcast Guest – Authentic Conversations with Ryan Miller 2019

**Item #8D – ACTION**

Approval of Dr. Glenn Roquemore as a New Member on the Orange County Workforce Development Board's Business Services Committee

**BACKGROUND:**

The Orange County Workforce Development Board (OCWDB), in partnership with the Orange County Board of Supervisors, oversees Orange County's workforce development activities and programs related to the Workforce Innovation and Opportunity Act (WIOA).

The OCWDB's responsibility is to provide feedback and insight to discussions on planning, operations, and oversight of WIOA activities and programs. This feedback and insight are most effective from board membership that includes diverse, experienced voices. Potential new OCWDB Business Services Committee Member, Dr. Glenn Roquemore, brings a wealth of experience and knowledge and would be a positive contribution to the OCWDB.

Dr. Glenn Roquemore is the CEO and President of Roquemore Higher Education Consultants, LLC. He is a passionate educator with 30 years of dedication to advancing student learning through exemplary teaching, integrated support services, effective stewardship, and sustained accessibility in a diverse community. He has provided support at various college systems, including community college, University of California, and California State University. Dr. Roquemore is an executive leader, President Emeritus of Irvine Valley College (IVC). He is well-respected for establishing budgets and orchestrating financial management in a transparent, collaborative manner, welcoming open dialogue among constituent groups, faculty, and staff. Some of Dr. Roquemore's current work focuses on Workforce and Economic Development. He serves as the President of Green Collar Community Solar Partnership and is a member of California Consortium on Public Health Informatics and Technology. Dr. Roquemore wants to contribute his experiences to support those who are underserved.

**RECOMMENDATION(S):**

Approve membership on OCWDB's Business Services Committee for Dr. Glenn Roquemore, President & CEO of Roquemore Higher Education Consultants, LLC

**ATTACHMENTS:**

Bio of Dr. Glenn Roquemore

Dr. Glenn Roquemore CV

## CURRICULUM VITAE

**GLENN R. ROQUEMORE, PH.D.**  
**CEO/President**

Roquemore

A passionate educator with a 30-year career dedicated to advancing student learning through exemplary teaching, integrated support services, effective stewardship, and sustained accessibility in a diverse community. Executive leader, President Emeritus, and contributing Board member well-respected for establishing budgets and orchestrating financial management in a transparent, collaborative manner welcoming open dialogue among constituent groups, faculty, and staff.

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### EDUCATION

Harvard University Graduate School of Education Institute for Educational Management Certificate	2001
University of Nevada–Reno Ph.D. in Geology and Geophysics Dissertation: Active Faults and Associated Tectonic Stress in the Coso Range, California" Sigma XI Research Society of America Research Grant, 1977 and 1978	1981
California State University–Fresno M.A. in Geological and Earth Sciences Thesis: Cenozoic History of the Coso Mountains as Determined by Tuffaceous Lacustrine Deposit	1976
California State University–Fresno B.A. in Geology Mobile Oil Scholarship	1974
Porterville Community College, Porterville, CA A.A. degree	1972

### PROFESSIONAL EDUCATION

Certified Community College Instructor "Life" Teaching Credential California Community College Chancellor's Office	1987
Licensed Professional Geologist, #5209 Board for Professional Engineers, Land Surveyors, and Geologists	1984
Vineyard Symposium, CEO Professional Development	2018
Vintage Vineyard Symposium, CEO Professional Development	2019

Glenn R. Roquemore, Ph.D.

## ADMINISTRATIVE APPOINTMENTS

### ROQUEMORE HIGHER EDUCATION CONSULTING, LLC

#### CEO/President, 2021-present

- Professional Expert: Kern Community College District, 2022-2026
  - \$5 million CSU Long Beach grant to develop workers for the Public Health Informatics and Technology industry
- President, Green Collar Community Solar Partnership
  - Under P3 (Public, Planet, Prosperity) Innovation, establish training programs in partnership with High Schools, Colleges, and Universities, for the solar micro-grid industry, 2022 forward

### CALIFORNIA SOUTHERN UNIVERSITY

#### President, 2020-2021

- Achieved a 6-year reaffirmation of WASC Senior Accreditation
- Established a Participatory Governance structure including, enhancing faculty, student, and alumni participation
- Increased the number of highly experienced members of the Board of Directors to a maximum of 9
- Established a culture of data-driven decision making and continuous quality improvement
- Established Campus Climate Surveys that demonstrated progressive improvements
- Launched the President's Council and the Budget Development Council that include broad representation

### CALIFORNIA SOUTHERN UNIVERSITY

#### Chancellor, 2019-2020

- Work closely with the provost and others to ensure academic program quality and effectiveness; a culture of compliance; full resource utilization under federal, state, and local regulations; and university and sponsoring agency policies, procedures, and accreditation requirements.
- Assist the President and CalSouthern deans, academic and institutional officers in educational policy, planning, and business affairs; faculty, student, and staff affairs; legislative policy; institutional research; legal matters; capital planning; and university and community relations and development.
- Establish budgets and orchestrate financial management collaboratively that facilitates open dialogue among constituent groups, faculty, and staff.
- Shepard communications and academic initiatives are designed to boost the university's profile, programs of study, and national and international reputation. These include a new state-of-the-art, student-focused website, online learning portal, expanded brand development, and paid and earned media programs to highlight world-class faculty and alumni.

### IRVINE VALLEY COLLEGE

#### President Emeritus, 2019-life

### IRVINE VALLEY COLLEGE, 1990–2019

#### President, July 2002–November 2019 / Interim President, February–June 2002

- Manage and ensure institutional fiscal health via wise resource allocation, personnel management, and budget strategy, focusing on recruitment, retention, and completion. Held balanced budget 15 years as President.
- Celebrated for inclusiveness teaming with College Presidents, Chancellor, Board, and faculty to provide leadership, implement policies, control budgets and ensure programs, services, and activities advance the academic mission.
- Developed Early College Pathway fast-track educational program for high school students to earn dual enrollment credit. Launched in 2007 in Irvine, expanded to Tustin in 2008, Lake Forest in 2009. Graduate ~70 students a year.
- Employ sensitivity to multiple cultures and ideas to nurture a collaborative teaching/learning environment founded on mutual respect, innovation, and continuous improvement to provide all students educational access and success.
- Funded by Bill & Melinda Gates Foundation, it brought a national project to IVC focused on implementing and

- designing structured A.A. degree academic and career pathways to transfer to a four-year institution seamlessly.
- Safeguard and direct enrollment management: recruitment, retention, course offerings, student services, diversity initiatives, fundraising, and government/industry partnerships to advance community economic development.
- Played a vital role in creating Asian American Pacific Islander program, a \$1.5M three-year renewable U.S. Department of Education project to prepare these students for college success and 21st-century careers.
- Built a trusting, mutually respectful, and open Board relationship as a whole and with individual members. Earned complete contract renewal by 7-0 affirmative, fully confident vote of Board members (December 2016).
- Advise 13 nationally elected American Association of Community Colleges CEOs on State regulations, policy, and legislation; Title V; and development of consultative leadership and collaborative governance.
- Offer participatory governance, leadership, and support to enrollment, registration, and advising services. Supervise instructional budget development/ management via strategy formation and effective fiscal decision-making.
- Lead innovative, entrepreneurial campus culture by supporting faculty in creative endeavors modeling innovation and continuous improvement, and supporting donor, business, government, foundation, and industry partnerships.
- Ensure stable program funding via sound fiscal conduct and resource allocation of \$53.2M budget; lead and support revenue source expansion and funding source increases (fundraising, grants, and external partnerships).

#### **Interim Provost, Advanced Technology and Education Park (ATEP), 2002-2003**

- Hosted summit of 60 business, higher education, government, and community participants to develop a practical vision and master plan for ATEP focusing on innovative teaching and quality learning services/buildings.
- Tendered leadership joining stakeholders in effective collaborations to use resources wisely and contribute to workforce and business development by integrating education, manufacturing training, hiring, and employment.
- Delivered educational leadership and long-range planning, framed financial resources, site development, and community master planning; involved in construction design and financing. Current build-out completion ~2018.

#### **Vice President Instruction, 2000–2002 / Interim Vice President Instruction, February–July 2000**

- Maintained keen focus on enrollment through catalog and course scheduling that is reflective of solid instructional budget management. Developed an Institutional Planning Update process.
- Conducted night dean and academic chair training sessions, held regular Instructional Council meetings, and supported development and implementation of academic chairs to assist unit deans.
- Collaborated with College Presidents and the District Chancellor to respond to new faculty contracts and convert extra-contractual positions from reassigned time to stipends.
- Led and managed instructional programs, regulatory compliance, and overall educational experience in curriculum development, institutional assessment and improvement, and faculty development
- Gained broad knowledge of curriculum, courses, degrees, program development, and proposed initiatives related to long-term strategic planning of individual academic units and the institution's culture.

#### **Dean / Interim Dean Advanced Technology, July 1999– July 2000**

- Responded to community and student needs by extending faculty support in designing distance learning curriculum, ultimately delivering a 50% increase in distance learning course offerings.
- Expanded technology to meet students' academic and technical needs; reorganized technology support area and classroom and faculty resources to better serve faculty, department, and IVC needs.
- Interim Vice President of Student Services, April–June 1999
- Led and managed student access and success via providing support for exemplary teaching, integrated support services, effective budget stewardship, and continued learning environment accessibility.
- Enhanced synergism between Student Services and Instruction by improving professional relationships and communication and establishing meeting and reporting structures with the Vice President of Instruction.
- Built vital relationships and meaningful connections with students and campus stakeholders to ensure the delivery of proactive programs and services to meet the needs of a diverse student body.
- Advanced shared governance via consensus building, collegiality, open communication, and mutual respect while providing leadership to address students' diverse and ever-changing academic and support service needs.
- Interim Vice President of Instruction, March 1998–April 1999
- Provided faculty support to facilitate high-quality classroom and distance education instruction, creating a dynamic,

innovative learning environment dedicated to student success.

- Played a vital role in institutional planning, coordinating with program heads and department chairs to build metrics to measure institutional effectiveness, student performance, retention, and student satisfaction.
- Supported campus-wide climate conducive to learning, compliance, and integrity, promoting excellence in faculty teaching, service, and professional development; met regularly with the Instructional Council.
- Performed significant role in the development and implementation of academic chairs to assist unit deans in developing an Institutional Planning Update process.
- Developed annual instructional budgets, supervised summer/regular term college catalog and course offering creation, and worked enrollment management extensively to meet demanding budgetary parameters.
- Chair/ Faculty, Department of Geological Sciences, January 1991-January 2000
- Led, mentored, advocated for, and evaluated faculty in astronomy, chemistry, geology, oceanography, physics, and modern technologies (electronics/laser-optics) programs offering lectures, lab, field study, and technical training.
- Fostered a culture of respectful, quality customer service and personal excellence among faculty and staff, focusing on responding to the diverse, changing needs of students, the workforce, and higher education.

### ACADEMIC APPOINTMENTS

#### PROFESSOR

Irvine Valley College, School of Physical Sciences and Technologies, Irvine, California

1990–1998

- California Geology
- Physical Geology
- Earth Science
- Marine Science

#### ADJUNCT PROFESSOR (part-time)

Santiago Canyon College, Department of Earth Sciences, California

1990-1992

Santa Ana College, Department of Geology and Earth Sciences, Santa Ana, California

**LECTURER (part-time)**

1990–1997

University of California–Irvine, Department of Civil Engineering, Irvine, California

- Geology for Engineers and Scientists (lecturer)

Graduate-level Engineering Geology (lecturer)

- Deterministic and Probabilistic Seismic Risk Analysis (seminar)
- Natural Disasters (lecture)

**ADJUNCT FACULTY**

1984; 1985; 1989

California State University at Northridge, Northridge, California

- Geologic Studies at the Naval Weapons Center (seminar)
- The 16 Phase of Pu‘u ‘Ō‘ō Volcano, Hawaii (seminar)
- Neotectonics of the Coso Range, California (seminar)

**ADJUNCT FACULTY**

1980-1988

Santa Barbara City College, Santa Barbara, California

- Lead Geology of the Coso Range (annual field trip)

**ADJUNCT FACULTY**

1982

California State College at Bakersfield, Bakersfield, California

- Geophysics in Fault Detection and Analysis (seminar)

**ADJUNCT FACULTY**

1981

Cerro Coso Community College, Ridgecrest, California

- Historical Geology

**GRADUATE FIELD ASSISTANT**

1976

California State University, Fresno

- Taught mapping, Brunton compass use, map drawing, and geologic report writing

**TEACHING ASSISTANT**

1974

California State University, Fresno

- Structural Geology Laboratory

**RESEARCH****MACKY SCHOOL OF EARTH SCIENCES & ENGINEERING, Reno, Nevada**

1979

Research Assistant, University of Nevada

**WASHINGTON PUBLIC POWER SERVICES SYSTEM PROJECT, Reno, Nevada**

1977

Research Assistant, University of Nevada, Reno

**NEVADA BUREAU OF MINES AND GEOLOGY, Reno, Nevada**

1978

Associate Research Geologist, University of Nevada

- Directed programs in geothermal resource evaluation, active fault and neotectonic studies for nuclear power plant siting and dam safety, and groundwater resource evaluation.

<b>NAVAL WEAPONS CENTER / MICHELSON LABORATORIES, China Lake, California</b>	1974–1988
Head – Applied Geoscience Research Office	1981–1988
Geologist / Geophysicist, Applied Geoscience Research Office	1974–1981
<ul style="list-style-type: none"> <li>• Conducted geological research with faculty and students of University of Nevada, University of Utah, Stanford University, University of California Santa Barbara, Davis and Riverside, California State Universities Northridge, Fresno, and San Bernardino. The research resulted in thesis and dissertations (served as an outside committee member).</li> <li>• Directed international geologic hazards research in Italy, Canada, the Philippines, and Mexico, and local research in Alaska, California, Nevada, Washington, and the Gulf Coast.</li> <li>• Developed earthquake engineering programs, supported earthquake preparedness planning and policymaking, and conducted annual command-level seminar series on earthquake and volcanic hazards.</li> <li>• Teamed with California Institute of Technology Jet Propulsion Lab to investigate earthquake damage at U.S. Naval Base in Napoli, Italy. Used unique thermal photographic techniques to find evidence of faults crossing the base. Presented findings to Congressional Hearing Committee in respect to base relocation.</li> <li>• Collaborated with U.S. Geological Survey to operate a permanent seismic network in the Southwestern Basin and Range Province for earthquake early warning experiments, magma detection, and seismotectonic research.</li> <li>• Conducted research in seismology, engineering geophysics, geomagnetism, geothermal energy, rock mechanics, groundwater resources, active faulting, active volcanism, and remote sensing.</li> <li>• Interacted with Undersecretary of Defense, Chief of Naval Operations, Commander in Chief of the Pacific Fleet, and the Commander of Naval Facilities Engineering Command and with U.S. Geological Survey Director, California Office of Emergency Services, and California Division of Mines and Geology Director.</li> <li>• Managed Navy-wide geological hazards programs and consulted in organizational development and professional career opportunities such as the technical mentor program and junior professional program.</li> </ul>	

### **INDUSTRY EXPERIENCE**

<b>WOODWARD-CLYDE CONSULTANTS, Santa Ana, California</b>	1989–1990
<b>LEIGHTON AND ASSOCIATES, Diamond Bar, California</b>	1988–1989
Project Supervisor / Geologist	
<ul style="list-style-type: none"> <li>• Representative project management includes subsidence, deformation analysis, and remediation of supersonic naval test track; foundational studies of trident rocket motor test stand; hydrostatic pressure deformation studies of rocket motor test pit; remediation studies of a U.S. Air Force radioactive contamination study.</li> <li>• Representative geotechnical experience includes strong ground motion evaluation for a geothermal power plant; landslide, rockfall hazards and embankment failure investigation, instrumentation and remediation; and engineering geology along an 80-mile long fiber-optic trunk line.</li> </ul>	

### **BOARD, ASSOCIATION, AND COMMITTEE MEMBERSHIP**

**FLYING LEATHERNECK HISTORICAL FOUNDATION, 2022**

**ORANGE COUNTY CHILD ABUSE PREVENTION COUNCIL, RAISE FOUNDATION, 2022**

**SOUTHERN CALIFORNIA COMMUNITY COLLEGE CHIEF EXECUTIVE OFFICERS ASSOCIATION**

Past President

**ASSOCIATION OF CALIFORNIA COMMUNITY COLLEGE ADMINISTRATORS**

Second Vice President Executive Board Member

Management Development Commissioner Commission on Finance and Legislative Advocacy

Co-Chair and Developer of "Colleagues in Conversation" professional development program

**COMMUNITY COLLEGE LEAGUE OF CALIFORNIA**

Glenn R. Roquemore, Ph.D.

Advisory Committee on Education Services, past Chair

**ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES**

Presidents for Entrepreneurial Pledge

**AMERICAN ASSOCIATION OF COMMUNITY COLLEGES**

The Presidents Academy Executive Committee  
Commission on Workforce Development

**ORANGE COUNTY BUSINESS COUNCIL**

Past Member Board of Governors

**US ARMY**

Inaugural Member, Community Advisory Board

**US NAVY**

Community Influencer

**ACCREDITING COMMISSION FOR COMMUNITY AND JUNIOR COLLEGES**

Comprehensive Visit Member and Visit Chair

- Team Chair Trainer, ACCJC, 2019
- Windward College, Accreditation Team, Chair, 2019
- Miramar College, Accreditation Team Chair, 2016
- College of Alameda, Accreditation Team, Chair, 2015
- Copper Mountain College, Accreditation Team, 2013
- Modesto Junior College, Accreditation Team, Chair, 2011
- Yosemite Community College District, Accreditation Team, Chair 2011
- Folsom Lake College, Accreditation Team, Chair, 2009
- Ohlone Community College District, Accreditation Team Member, 2008
- Cerro Coso College, Accreditation Team Member, 2000
- Moorpark College, Accreditation Team Member, 1999

**INSTITUTIONAL EFFECTIVENESS PARTNERSHIP INITIATIVE**

Partnership Resource Team

- Cuesta College, PRT Chair, 2021
- Coast Community College District, PRT Chair, 2020
- Grossmont College, PRT Chair, 2019
- Mission College, PRT Chair, 2018

**HONORS AND AWARDS****LEADERSHIP AWARDS**

U.S. President's Volunteer Service Award – Bronze, 2020

Greater Irvine Chamber Exceptional Leadership Recognition, 2020

Orange County Black Chamber Community Leadership Award, 2020

Commendation for Leadership, Mayor of Irvine, 2020

Commendation for Leadership, Tustin Unified School District Board of Education, 2020

Exceptional Service Award, Tustin Chamber of Commerce, 2020

Certificate of Recognition, County Superintendent of Schools, 2020

Dedicated Service Award, California Community Colleges Chief Executive Officers, 2020

Tustin Unified School District - Superintendent's Partnership Award, 2011

Administrator of the Year, South Orange County Community College District, 2007

Phi Theta Kappa Honors Society, Elected Advisor, 2000-2010  
 Phi Theta Kappa Shirley B. Gordon Award, 2006  
 County of Orange, Shirley B. Gordon Award of Distinction, 2006  
 California Legislature, Shirley B. Gordon Award of Distinction, 2006  
 City of Irvine, Shirley B. Gordon Award of Distinction, 2006

### **NATIONAL SERVICE**

US Army Advisory Council, Founding Member; Chair 2014-2015  
 The White House College Opportunity Day of Action, Washington, DC, December 2014  
 Department of Defense – Guard and Reserves Support, Seven Seals Meritorious Leadership Award, 2013  
 The President's Academy Executive Committee, American Association of Community Colleges, 2013-2019  
 U.S. Consumer Product Safety Commission, Certificate of Appreciation, 2012  
 U.S. Army Golden Knights Certificate of Recognition and Presentation of Wings, 2011  
 National Academy of Sciences Liaison Member, 1985-1986  
 U.S. Naval Weapons Center Safety and Security Department, Award for Expertise in Disaster Preparedness, 1988  
 U.S. Geological Survey Proposal Review Panel  
 National Science Foundation Proposal Review Panel

### **STATE SERVICE**

Southern California Army Advisory Council  
 U.S. Army Appreciation Certificate: Exceptional Support/Founding Member Southern California Army Advisory Council  
 Southern California Debate Forum, Winter Invitational, Recognition of Contribution for Irvine Valley College, 2009  
 Association of California Community College Administrators Board of Directors
 

- Executive Board Member, Second Vice President
- Colleagues in Conversation, Co-Chair, and Developer
- Commission on Finance and Legislative Advocacy

### **IRVINE VALLEY COLLEGE (An abbreviated sampling)**

Certificate of Appreciation, Veterans Services Center, 2016  
 Certificate of Appreciation, Staff Support Award, Classified Senate, 2006; 2007; 2008, 2015  
 Certificate of Appreciation, Associated Student Government, 2012  
 IVC/District I.T. Issue Resolution Workgroup, Co-Chair, 2012  
 District Budget Allocation Committee  
 District Technology Committee Program Review Committee, Co-Chair Committee on Courses  
 Classified Hiring Committee Staff Development Committee  
 Partnership for Excellence, Committee, Co-Chair Vice President's Academic Chair Committee

### **INDUSTRY AFFILIATIONS**

Sigma XI Scientific Research Society of America, Chapter President, 1986-1987  
 Association of Engineering and Environmental Geologists  
 South Coast Geological Society, President, 1997  
 Geological Society of America Newsletter Editor, 1988

### **COMMUNITY LEADERSHIP AND ENGAGEMENT**

Tustin Chamber of Commerce Newport-Irvine Rotary Club  
 Orange County Army Advisory Board Orange County Business Council  
 Board of Governors Taskforce on Community Colleges  
 Irvine Sister Cities Foundation Association  
 Irvine Exchange Club
 

- Irvine Chamber of Commerce Leadership Award, 2013-2015
- Board of Governors Education Committee Chair
- Economic Vitality Council Co-Chair
- Economic and Workforce Development Committee

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Glenn R. Roquemore, Ph.D.

## PROFESSIONAL CONFERENCES & PRESENTATIONS

(Comprehensive list, including over 50 professional publications, available upon request)

California Coalition for Public Higher Education, Higher Education Summit Panel. Co-Presented with President Napolitano, University of California; Chancellor White, California State University; Incoming Chancellor Oakley, California Community Colleges, Interim Chancellor Skinner, California Community Colleges; Chancellor Gilman, University of California Irvine, and President Garcia, California State University Fullerton. October 2016.

Presidents Academy Executive Committee, American Association of Community Colleges, Summer Institute, Austin, Texas, July 2015.

Annual Symposium on Educational Leadership. Practice, Policy, and Research, California State University-Long Beach, May 2015.

Co-presenter, College of the Future: The Advance Technology Education Park in California, 95th Annual Convention of the American Association of Community Colleges, San Antonio, Texas, April 2015.

Presenter, Education, and Community Colleges, Newport-Irvine Rotary Club, Irvine, California, March 2015.

Co-sponsor, 22nd Annual Workforce Development Institute, Newport Beach, California, January 2015.

President Obama invited speaker on success and strengthening pathways to STEM degree completion, The White House College Opportunity Day of Action, Washington, DC, December 2014

Presidential Panelist, Association of Community College Trustees, 44th Annual Community College Leadership Congress, Seattle, Washington, October 2013.

## PATENT and SELECTED PUBLICATIONS

(Comprehensive list, including over 50 professional publications, available upon request)

### U.S. Patent 4540315A

Method for Exploratory Trench Wall Stabilization, September 1985.

Abstract: Minor slides in a geologic exploratory trench are stabilized by applying water-diluted vinyl acetate-ethylene copolymer emulsion to the trench walls. Although the resulting emulsion and sand crust provide no structural support, surface cohesion effectively stops all minor sliding and permits standard engineering logging to proceed.

### Selected Publications

Glenn Roquemore. Building Engagement for the College of the Future. *Community College Journal*, p. 10-11. 2016.

Sal Holguin, David Robinett, Glenn Roquemore. What to Expect When Mother Nature Strikes: How to Prepare and Respond to Natural Disasters and Emergencies. Association of California Community College Administrators. February 2011.

Randy W. Peebles, Tod A. Burnett, Glenn Roquemore, Victor Coleman, Raghu P. Mathur. Thinking Outside the College: A Model for Serving Tomorrow's Students. Association of California Community College Administrators. February 2010.

Gwen Plano, Rajen Vurdien, Karima Feldhus, Glenn Roquemore, Liz Cipres. Different Perspectives, One Goal: How Culture Influences the Way We Lead. Association of California Community College Administrators. January 2009.

Glenn Roquemore, Ted Martinez, Dottie Sherling. Honors Programs: Pathways to Success. Twelfth Annual Educational Leadership Forum. California State University Long Beach. December 2008.

Richard Bray, Adele Heuer, Dean Crow, Glenn Roquemore. Early College Program: Increasing Opportunities for Students. California School Boards Association Annual Education Conference. December 2008.

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Glenn R. Roquemore, Ph.D.

Andrea Serban, Victoria P. Morrow, Terry Burgess, Pamela Mery, Glenn Roquemore, Barbara Hioco. Effective Transfer Practices from Successful California Community Colleges. Community College League of California Annual Convention, November 2008.

Gwen Plano, Wendy Gabriella, Glenn Roquemore. From Difficulties to Success. Association of California Community College Administrators. February 2007.

**Item #8E – ACTION**

Approval of Dr. Karima Feldhus as a New Member on the Orange County Workforce Development Board's One-Stop Committee

**BACKGROUND:**

The Orange County Workforce Development Board (OCWDB), in partnership with the Orange County Board of Supervisors, oversees Orange County's workforce development activities and programs related to the Workforce Innovation and Opportunity Act (WIOA).

The OCWDB's responsibility is to provide feedback and insight to discussions on planning, operations, and oversight of WIOA activities and programs. This feedback and insight are most effective from board membership that includes diverse, experienced voices. Potential new OCWDB One-Stop Committee Member, Dr. Karima Feldhus, brings a wealth of experience and knowledge and would be a positive contribution to the OCWDB.

Dr. Karima Feldhus serves as the Executive Dean of Extended Learning at Saddleback College, providing leadership to the Emeritus Institute, Adult Education, Community Education, and Foster Kinship Care Education. Dr. Feldhus has served as an administrator in the South Orange County Community College district for 18 years on behalf of students at both Irvine Valley College and Saddleback College. In addition to her work in the community college arena, she currently co-chairs the South Orange County Regional Consortium (SOCRC)—a governing board for the regional California Adult Education Program (CAEP). Dr. Feldhus is most proud of her strong community ties and partnerships with community organizations to articulate, enhance, and improve noncredit programs and offerings and ensure access to the various educational programs and services offered at Saddleback College and all California Community Colleges.

**RECOMMENDATION(S):**

Approve membership on OCWDB's Youth Committee for Dr. Karima Feldhus, Executive Dean of Extended Learning at Saddleback College

**ATTACHMENTS:**

Bio Dr. Karima Feldhus

Dr. Karima Feldhus CV

## Karima Feldhus, Ph.D.

### SUMMARY OF PROFESSIONAL EXPERIENCE

- Current knowledge about and expertise with the California Community Colleges Chancellor's Office (CCCCO) agenda, including Adult Education, Guided Pathways, Strong Workforce/ Doing What Matters for Jobs and the Economy, Integrated Planning, and braided funding processes for WIOA and CAEP.
- Leadership skills demonstrated by collaborative decision making-style, faculty/staff development, budget administration and strategic planning and analysis, progressive thinking in responding to and preparing for challenges and opportunities in higher education.
- Received administrator excellence awards two years in a row at IVC, 2015 and 2016.
- Possess over 30 years of progressively responsible experiences in education including 14 years as dean at three community colleges in two states, with 10 years of full-time and part-time teaching at four-year and two-year colleges. Currently serving as a senior executive administrator at Saddleback College since Fall 2016.
- Board member and Co-Chair the South Orange County Regional Consortium with members representing IUSD, TUSD, LBUSD, IVC, CUSD, SVUSD, CCA, Coastline ROP, DOE, and SC.
- Oversee an annual budget of approximately \$10 million.

### EDUCATION

- |   |             |
|---|-------------|
| • Ph.D., Curriculum & Instruction/Education, University of Kansas, Lawrence, KS                         | <b>1995</b> |
| • M.A., Linguistics, University of Kansas, Lawrence, KS,<br>including coursework toward an MA in French | <b>1987</b> |
| • B.A., English, University of Algiers, Algeria   | <b>1984</b> |

### PROFESSIONAL/ACADEMIC EXPERIENCE

- |   |                            |
|---|----------------------------|
| <b>Executive Dean for Extended Learning</b><br>Saddleback College, Mission Viejo, CA<br>Lead four large units <ul style="list-style-type: none"> <li>○ Adult Education</li> <li>○ Community Education</li> <li>○ Emeritus Institute</li> <li>○ Foster Kinship Care Education</li> </ul> | <b>06/ 2018 – present</b>  |
| <b>Assistant Vice President of Institutional Effectiveness</b><br>Saddleback College, Mission Viejo, CA   | <b>10/ 2016 – 06/ 2018</b> |

**Instructional Dean**

- **Dean of the Schools of Humanities and Languages & Learning Resources (including Honors, and AANAPISI)**  
**Irvine Valley College, Irvine, CA** **08/2015 – 12/2016**
- **Dean of Humanities & Languages, Social & Behavioral Sciences, and Library Services**  
**Irvine Valley College, Irvine, CA** **01/2009 – 08/2015**
- **Dean of Business, Fine Arts, and Online Education**  
**Irvine Valley College, Irvine, CA** **06/2008 – 12/2008**
- **Dean of Business and Social Sciences**  
**Long Beach City College, Long Beach, CA** **11/2007 – 06/2008**
- **Dean of Fine Arts and Humanities & Languages**  
**Irvine Valley College, Irvine, CA** **01/2005 – 10/2007**
- **Associate Dean of Fine Arts and Language Arts**  
**San Jacinto College Central, Pasadena, TX** **07/2002 – 01/2005**

**Directorships**

- **Director of the Language Acquisition Center (LAC)**  
**and Founder and Director of the Arabic Language Program**  
**University of Houston, Houston, TX** **11/1998 – 06/2002**
- **Director of the Arts and Letters Multimedia Laboratory**  
**and Instructional Technology Specialist**  
**St. Mary's College of Maryland, St. Mary's City, MD** **01/1998 – 10/1998**
- **Director of the ESL & Bilingual Endorsement Programs**  
**Emporia State University, Emporia, KS** **08/1995 – 12/ 1997**

**HONORS AND AWARDS**

- IVC President's Administrator Excellence Awards 2016
- IVC Foundation Excellence Award 2015
- President, Exchange Club of Irvine 2015
- Vice President, TX Foreign Language Association 2004-2005
- President-Elect, South Central Association of Language Learning (SOCALLT) 2003-2005
- Elected as the President-Elect of the South Central Association for Language Learning Technology (SOCALLT) 2003
- Appointed by the Vice Chancellor of the San Jacinto College District to serve on the LaPorte Chamber of Commerce Teacher of the Year Award Committee 2003
- Elected as Vice President, TX Foreign Language Association 2004-2005

<http://www.chron.com/neighborhood/pasadena-news/article/Around-The-Community-1520528.php>

- Received the San Diego State University LARC Digital Media Award 2000
- Arab American Student Association Gratitude Award 2000
- The University Kansas Woman of the Year, finalist 1993
- Educational Opportunity Fund International Student Scholarship Award 1992-1993
- Member of PHI DELTA KAPPA 1992
- Law (Mildred) Scholarship Fall 1991

### **PAST AND PRESENT PROFESSIONAL MEMBERSHIPS**

- Association of Community and Continuing Education (ACCE)
- Association of CA Community Colleges Administrators (ACCCA)
- American Council of Teachers of Foreign Languages (ACTFL)
- International Association of Language Learning Technology (IALLT)
- Association for Supervision and Curriculum Development (ASCD)
- College Academic Support Programs (CASP)
- Teachers of English to Speakers of Other Languages (TESOL)
- South Central Association for Language Learning Technology (SOCALL)
- Computer Assisted Language Instruction Consortium (CALICO)
- Kansas Foreign Language Association (KFLA)
- Kansas Association of Bilingual Education (KABE)
- Midwest Teachers of English to Speakers of Other Languages (MidTESOL)
- TX Teachers of English to Speakers of Other Languages (TexTESOL)
- TX Association of College Technical Educators (TACTE)
- TX Community College Teachers Association (TCCTA)
- TX Foreign Language Teachers Association (TFLA)

### **PROFESSIONAL ASSIGNMENTS AND ACTIVITIES**

- President of the Exchange Club 2015-2016
- President-Elect of the Irvine Exchange Club 2014-2015
- Association of CA Community Colleges (ACCCA) 2010-2011
- Association Administration Campus Representative 2010-2014
- Participation in Administration 201: Transformational Leadership Training Program 2010-2011
- Vice President, TX Foreign Language Association 2004-2005
- Hosted the Southwest Conference Association of Language Learning (SOCALLT) at San Jacinto College Central 2004
- President-Elect, Southwest Conference Association of Language Learning (SOCALLT) 2003 – 2005
- Associate Editor, Southwest Conference Association of Language Learning Proceedings 2002 – 2003
- Council Member of the International Association of Language Learning and Technology serving as the TESOL Representative 1999 to 2003

- Council member of Southwest Conference Association of Language Learning serving as Secretary. 2001 to 2003
- TESOL Developer's Showcase Committee Member 2001 to 2003
- TX Foreign Language Association Foreign Language 2002
- Teacher of the Year Selection Committee 2001

## LANGUAGES

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English-Fluent

Arabic-Fluent

French-Fluent

Spanish-Survival skills



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A California Regional Planning Unit  
Regional Update  
February 22, 2023

# Regional Initiatives

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- [Workforce Development Board Training](https://youtu.be/izd2qT2tSFo) - <https://youtu.be/izd2qT2tSFo>
- Regional and Local Plan – 2-year plan modifications
  - Community meetings
  - Public comment period February 23 – March 24, 2023
- Orange RPU Regional Board Meeting
  - January 25, 2023, 9:00 a.m. -12:00 p.m.
- Regional Grants
  - Regional Planning Implementation 4.0 (RPI 4.0)
  - Regional Equity and Recovery Program (RERP)
  - Regional Planning Implementation 5.0 (RPI 5.0)
  - Prison to Employment Grant
  - Community Economic and Resilience Funding



# Collateral Materials

## 01. New Logo



## 03. community Brochure

[A saddle stitch brochure](#) that provides an overview of the workforce development board services and industry sector information.

## 02. OWA Regional Website

The new OWA website [www.orangeworkforcealliance.com](http://www.orangeworkforcealliance.com)



## 04. Business Brochure

[A tri-fold brochure](#) that provides an overview of the workforce development board business services and partnership opportunities.





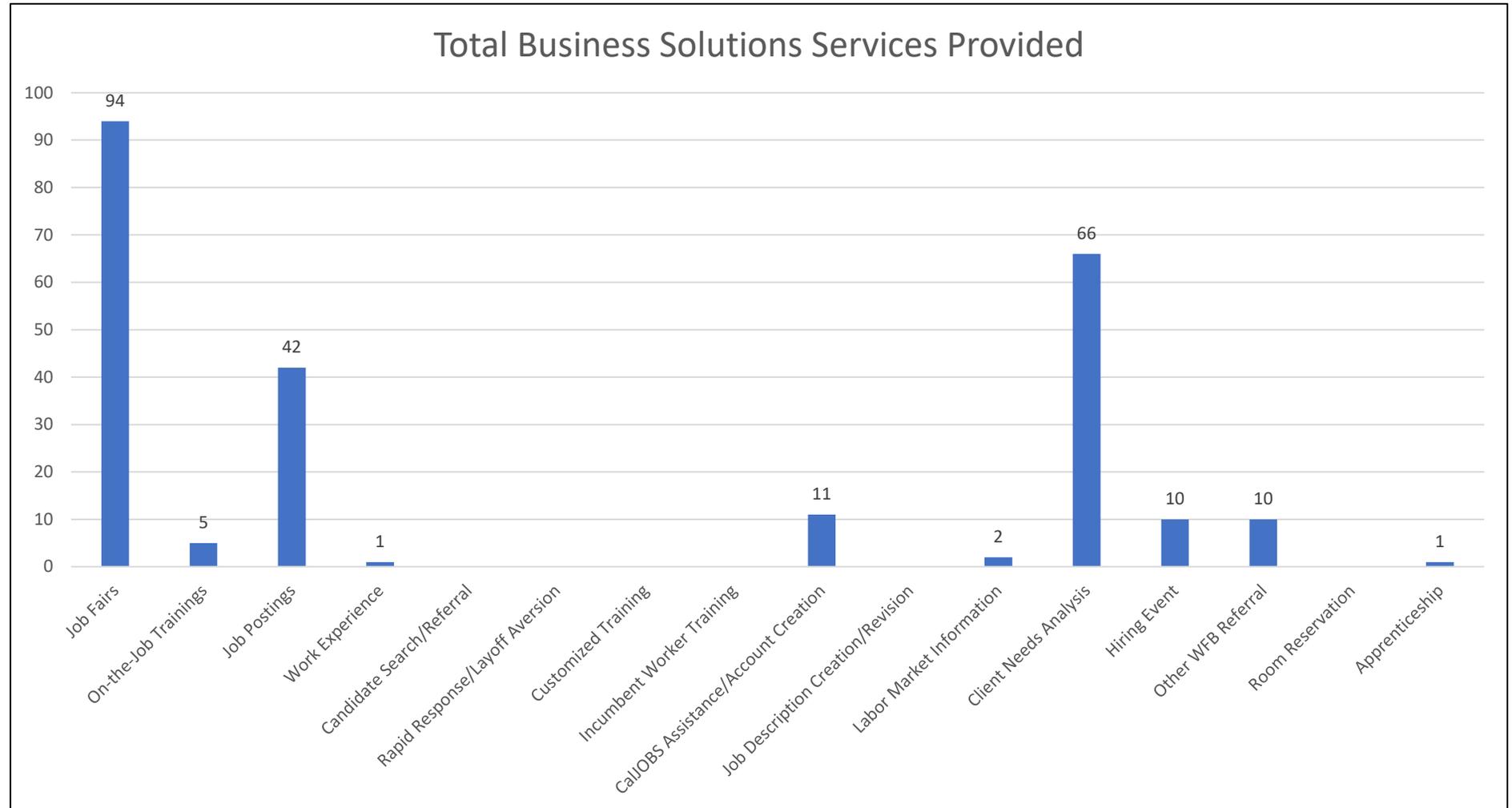
# Business Services Committee Quarter 2

October 1, 2022 – December 31, 2022

# BUSINESS SOLUTIONS SURVEYS

# Business Solutions Surveys

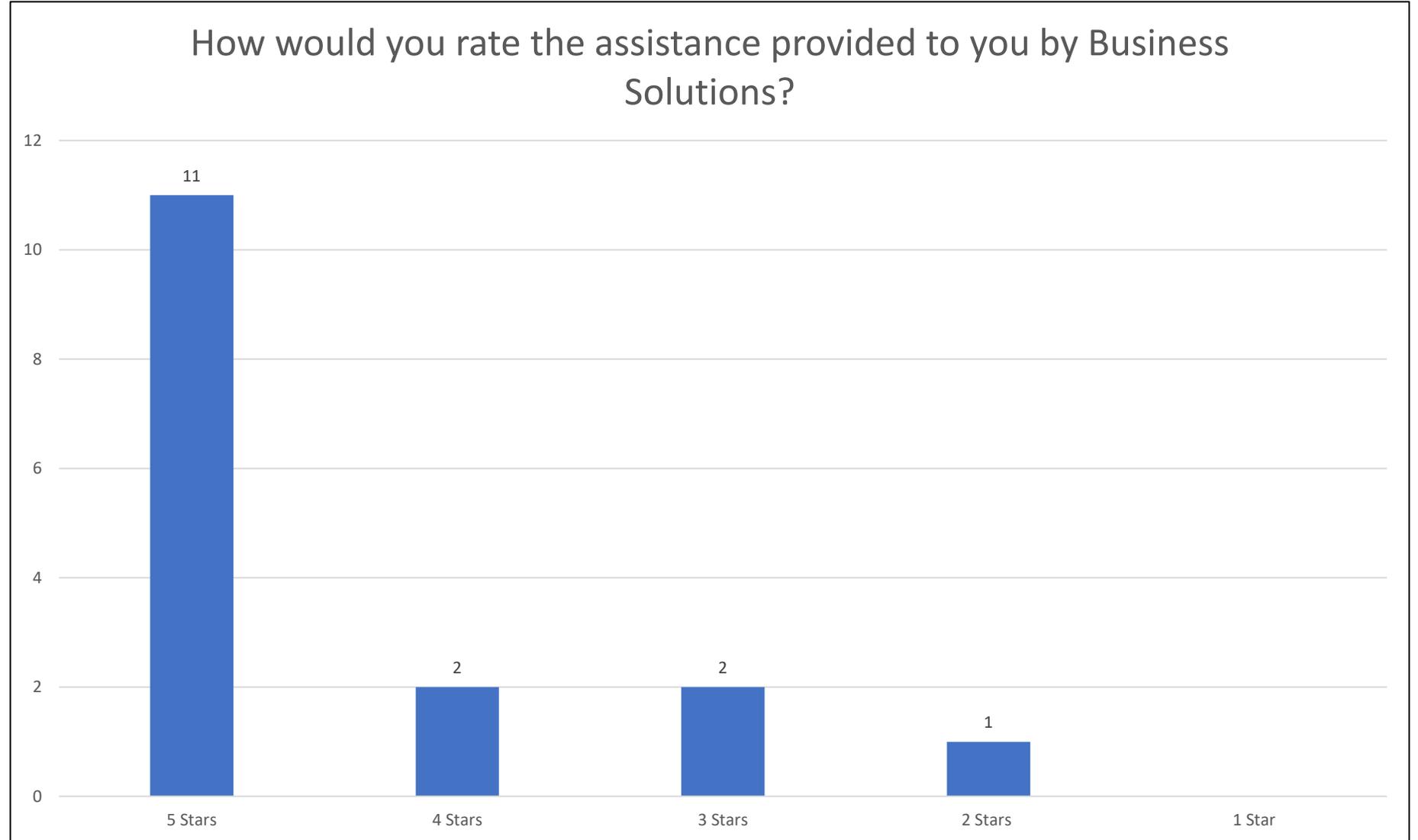
Business Solutions was engaged with 201 employers between October and December 2022. The customer satisfaction survey was sent to 107 (non-job fair) employers. 16 employers responded to the survey.



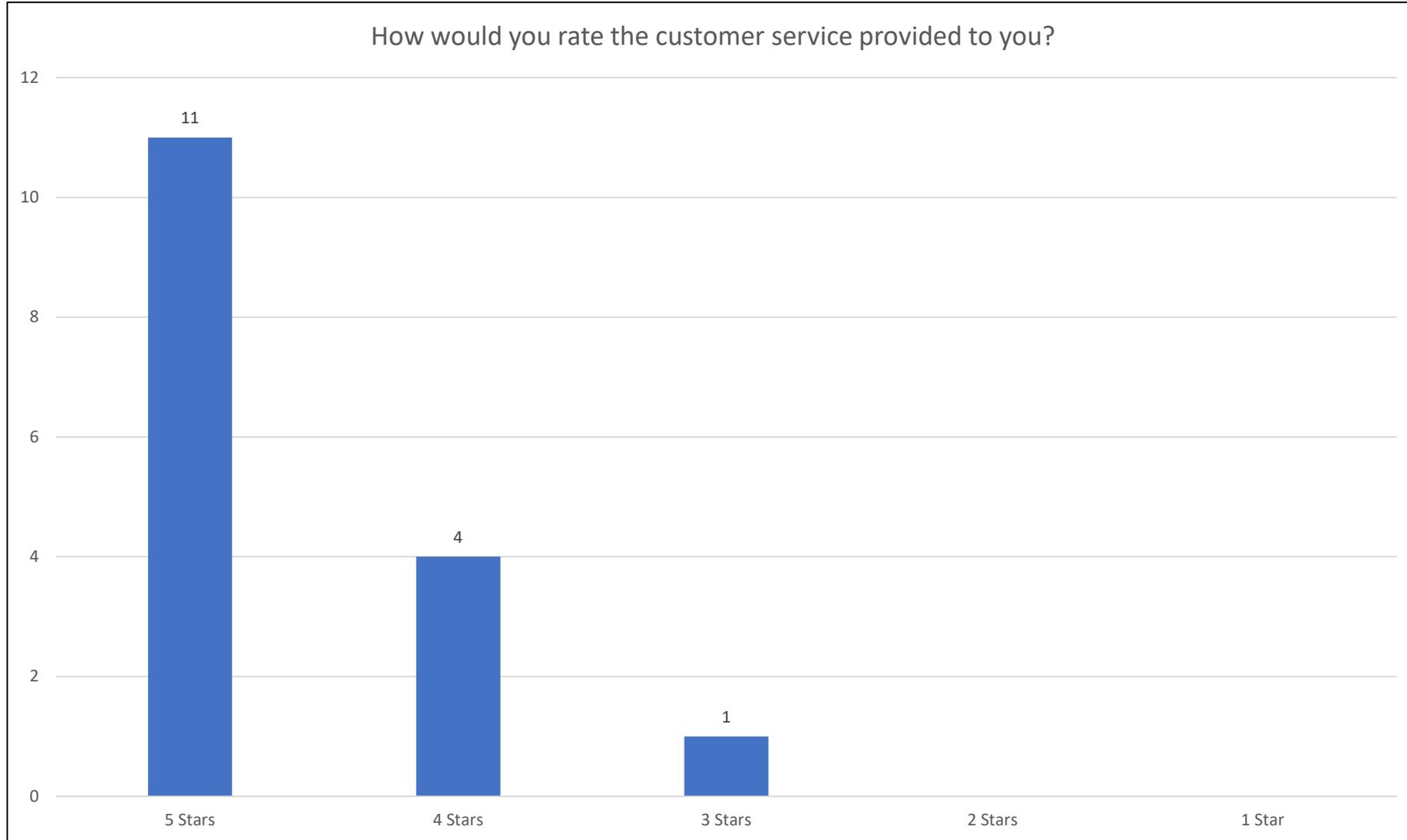
# Business Solutions Surveys



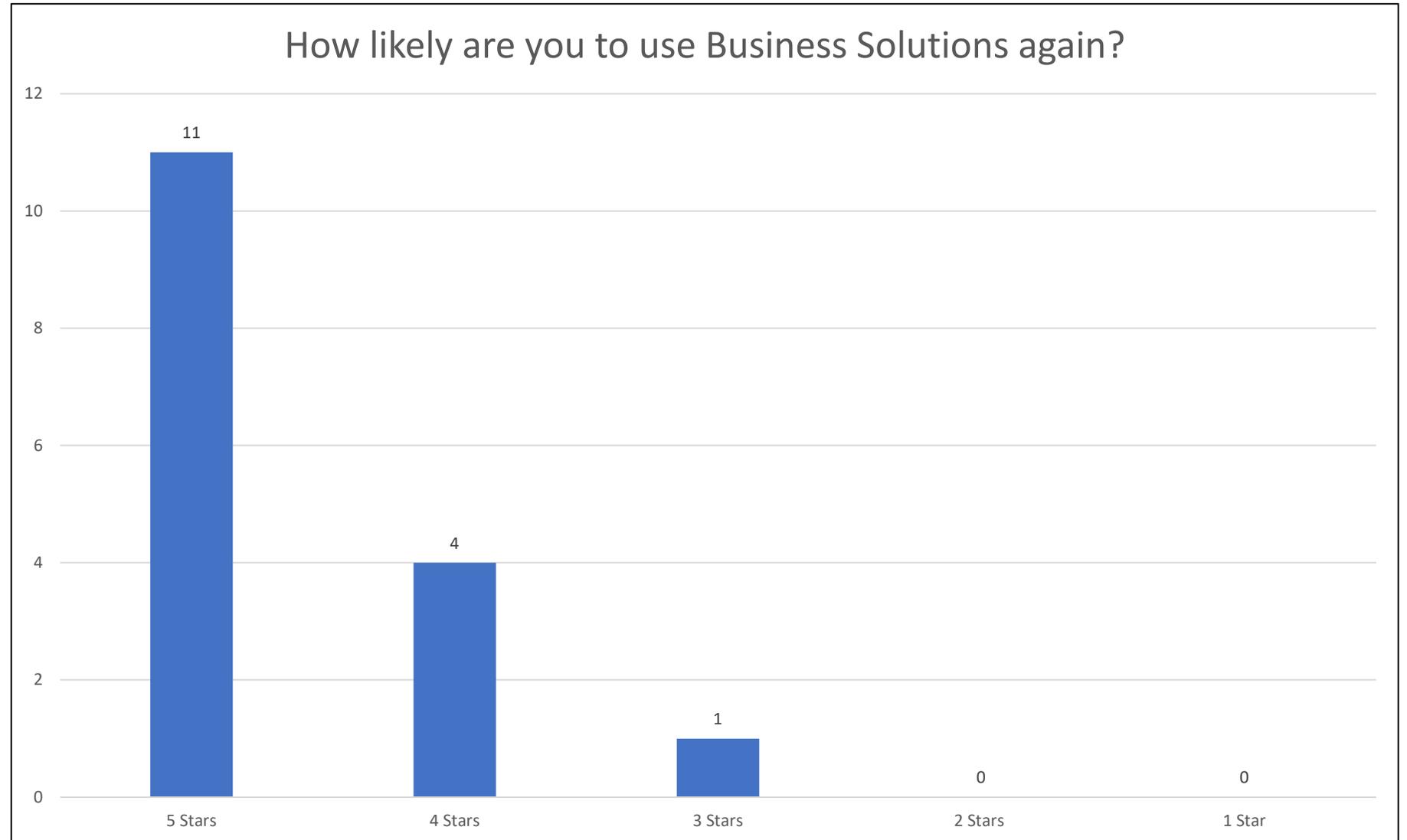
# Business Solutions Surveys



# Business Solutions Surveys



# Business Solutions Surveys



# Business Solutions Surveys

## Please provide any additional feedback to better explain your answers.

“They seemed very prepared and tailored the presentation for our workforce. They did a good job with their presentation and were very patient with all the question our employees had. The Vietnamese translation was very good; my HR Generalist that is fluent in Vietnamese was very impressed.” – Rapid Response

“Thank you for making it easy.” – Job Fair

“Great to have a partner that can point us to resources to help us grow our business through programs to help with staffing.” – General Assistance

“We really appreciate letting us hold an employer spotlight hiring event and hope you will invite us for many more to come. I connected with Elyzabeth Hoy who has been very supportive and helpful with not only setting up the event but helping spread the word about the event. Very much appreciated.” – Hiring Event

“The event was great, We did get some interviews out of this event. I would definitely love to attend again.” – Hiring Event

“Adriana Ott was extremely helpful and professional in planning the Senior Care Industry Hiring Event. Looking forward to another opportunity to attend another hiring event.” – Hiring Event

“Small candidate pool.” – Hiring Event

“Elyzabeth was super helpful and provided me with resources. Thank you!” – General Assistance



Item #13

# Thank You



# Business Services Committee Quarter 2

October 1, 2022 – December 31, 2022

# JOBS FAIRS

# North Orange County Career Fair

In conjunction with Doug Chaffee, Orange County Supervisor – Fourth District, Assemblymember Sharon Quirk Silva, and the City of Fullerton

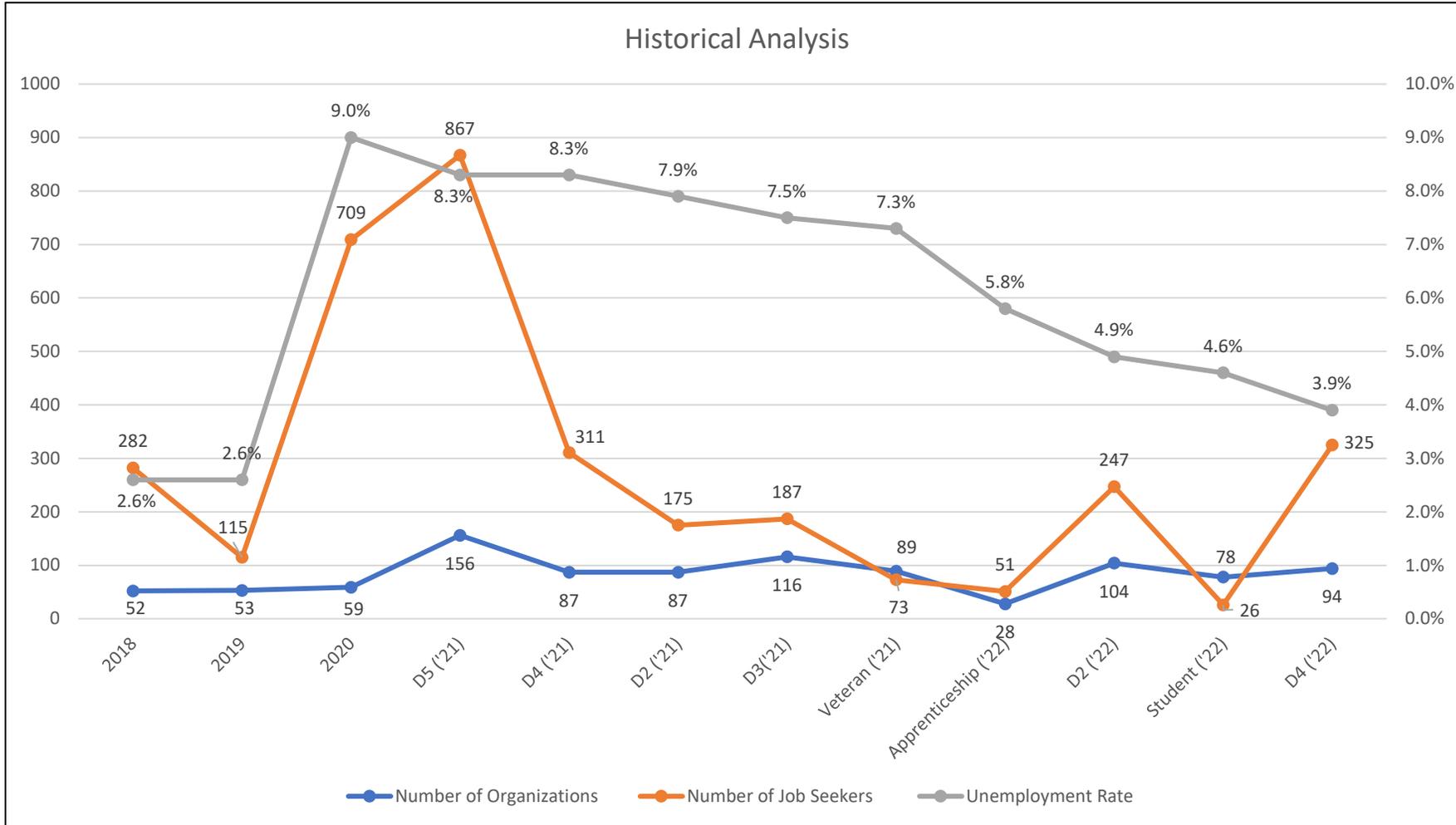
Date: October 19, 2022

Location: Fullerton Community Center

Number of Organizations: 94

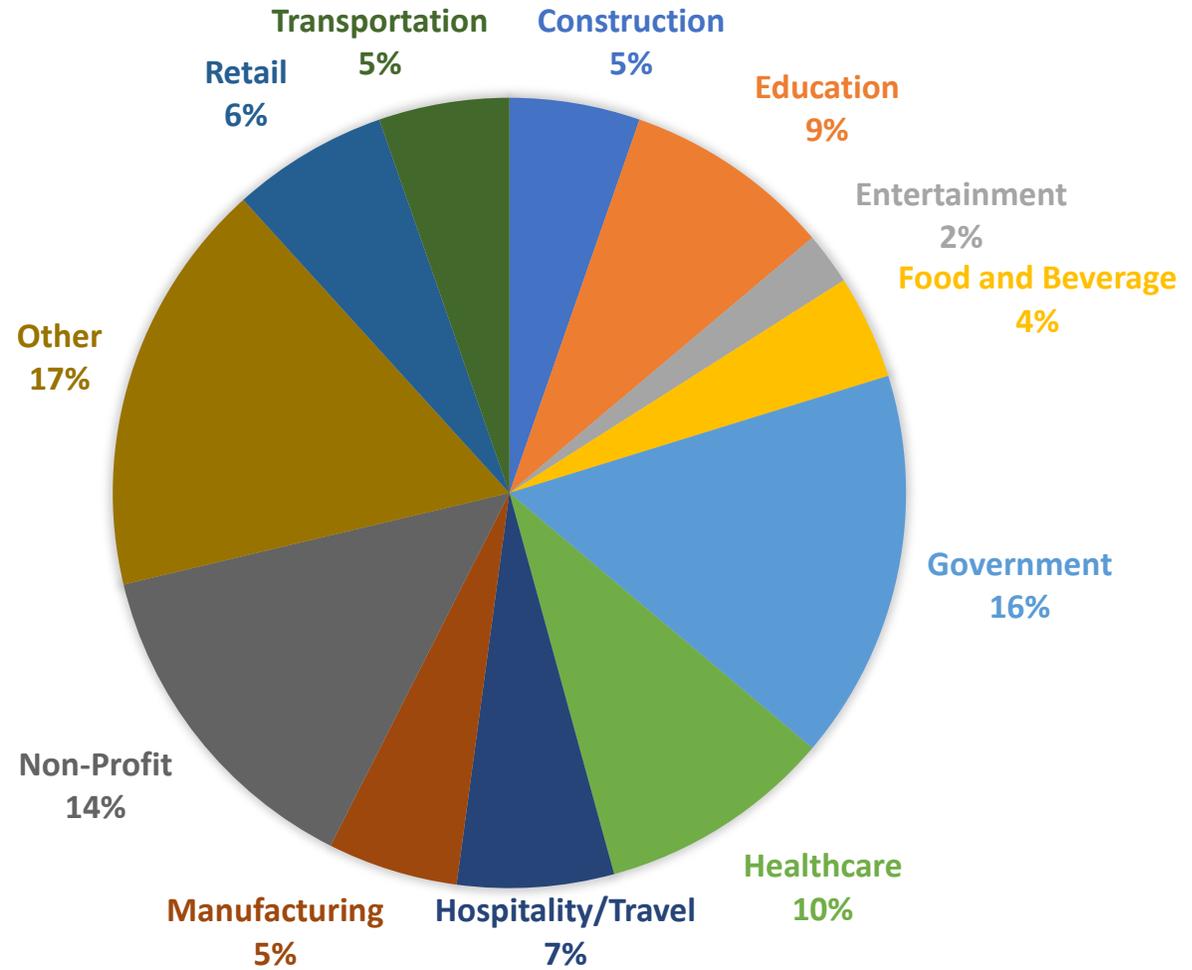
Number of Job Seekers: 325

# North Orange County Career Fair



# North Orange County Career Fair

## ORGANIZATIONS BY INDUSTRY



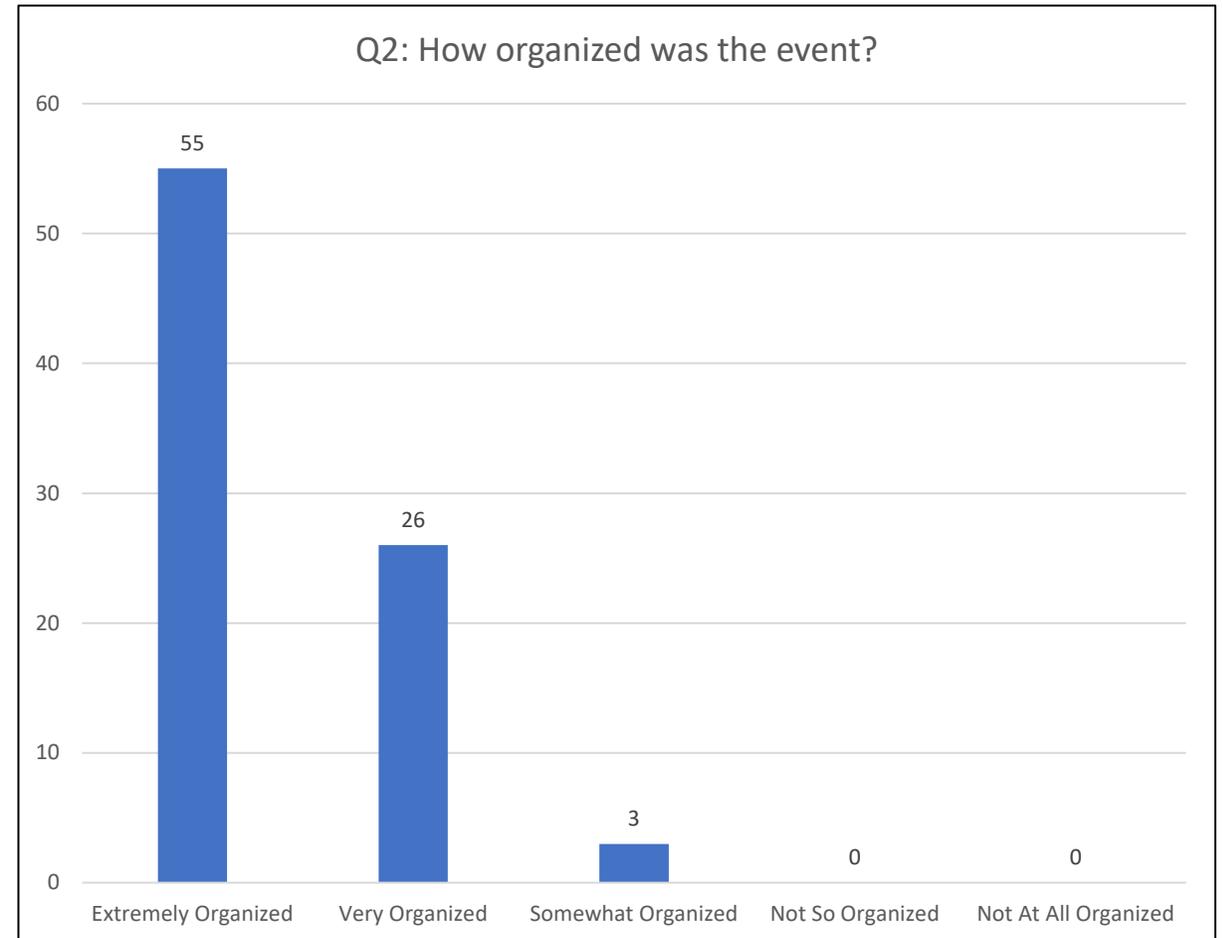
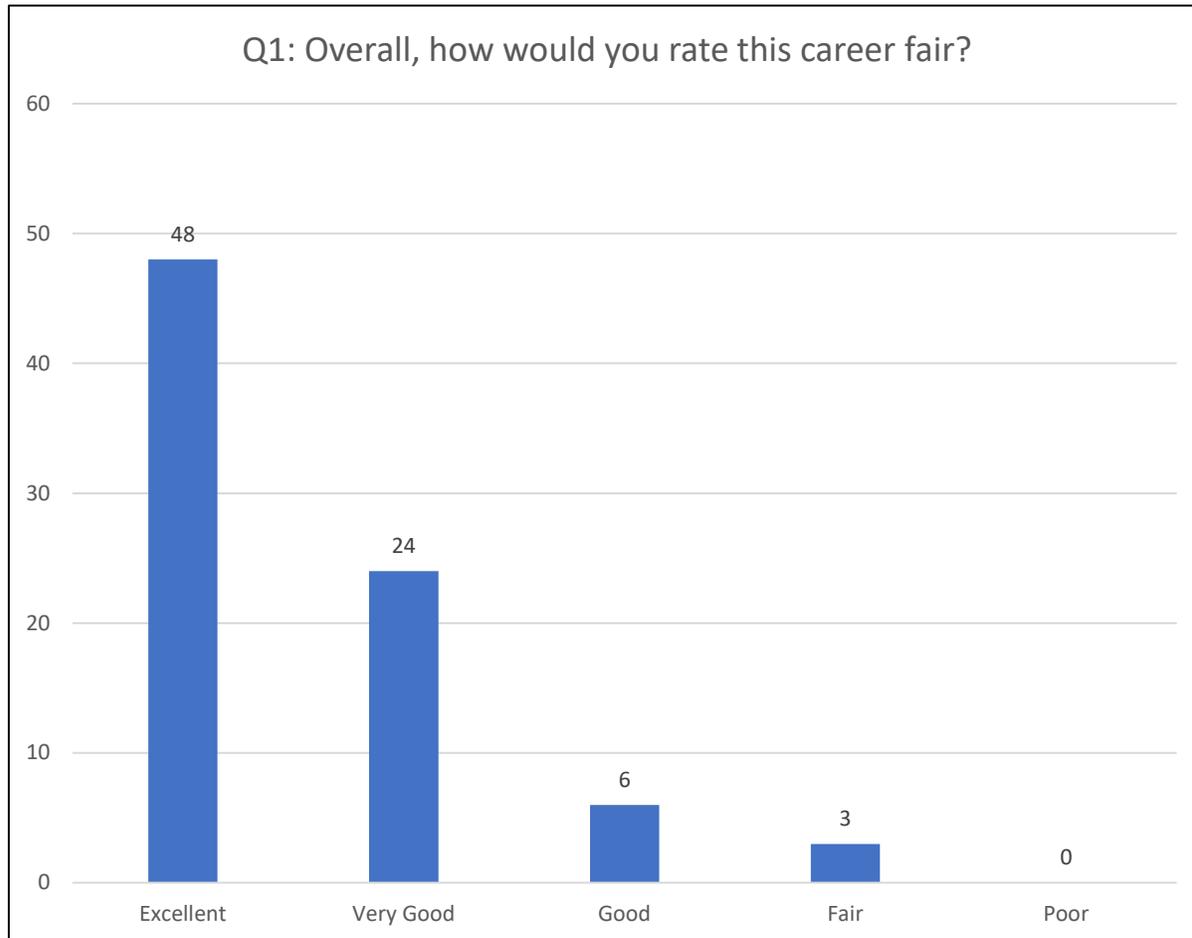
# North Orange County Career Fair

## Organizations in Attendance

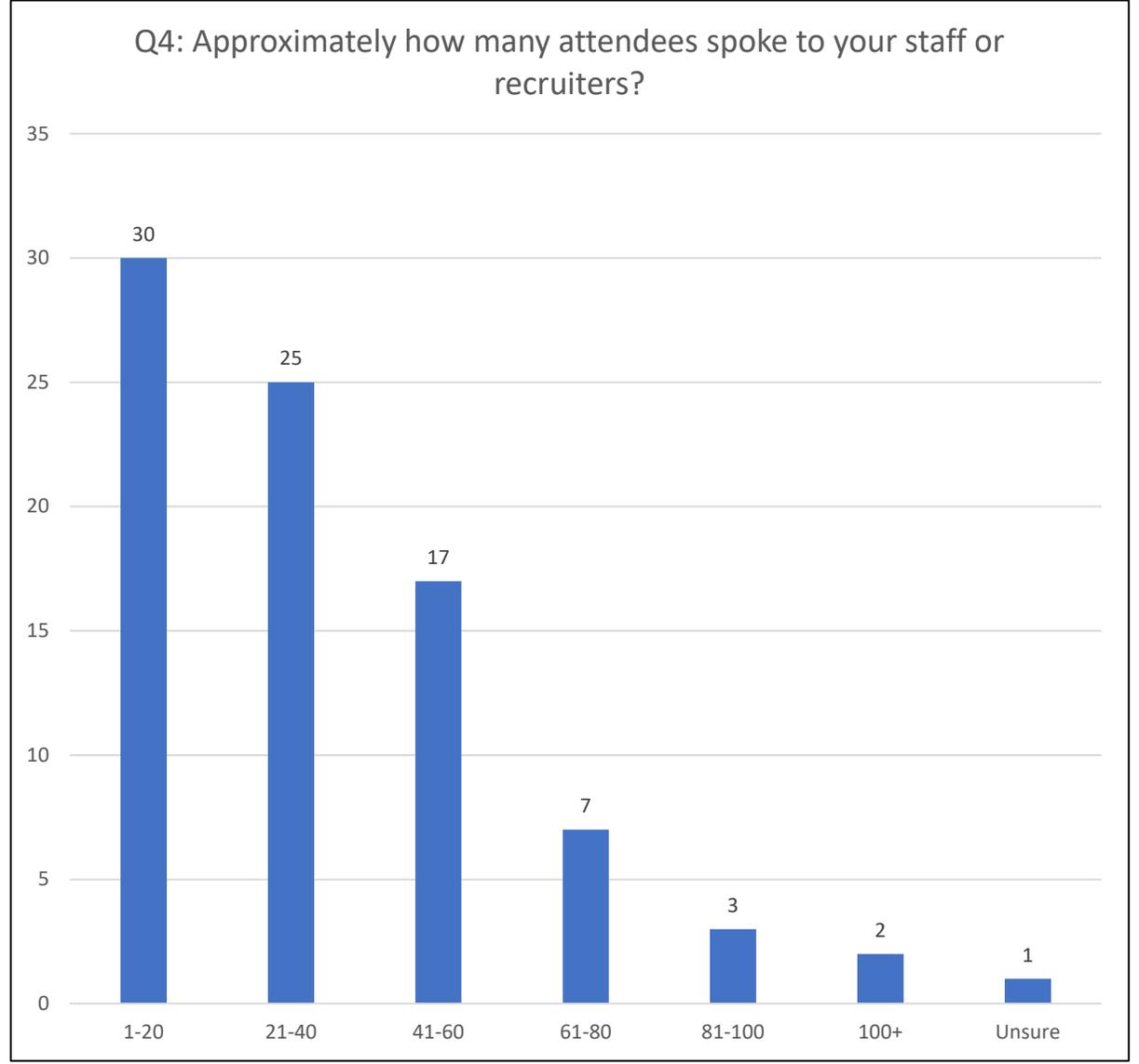
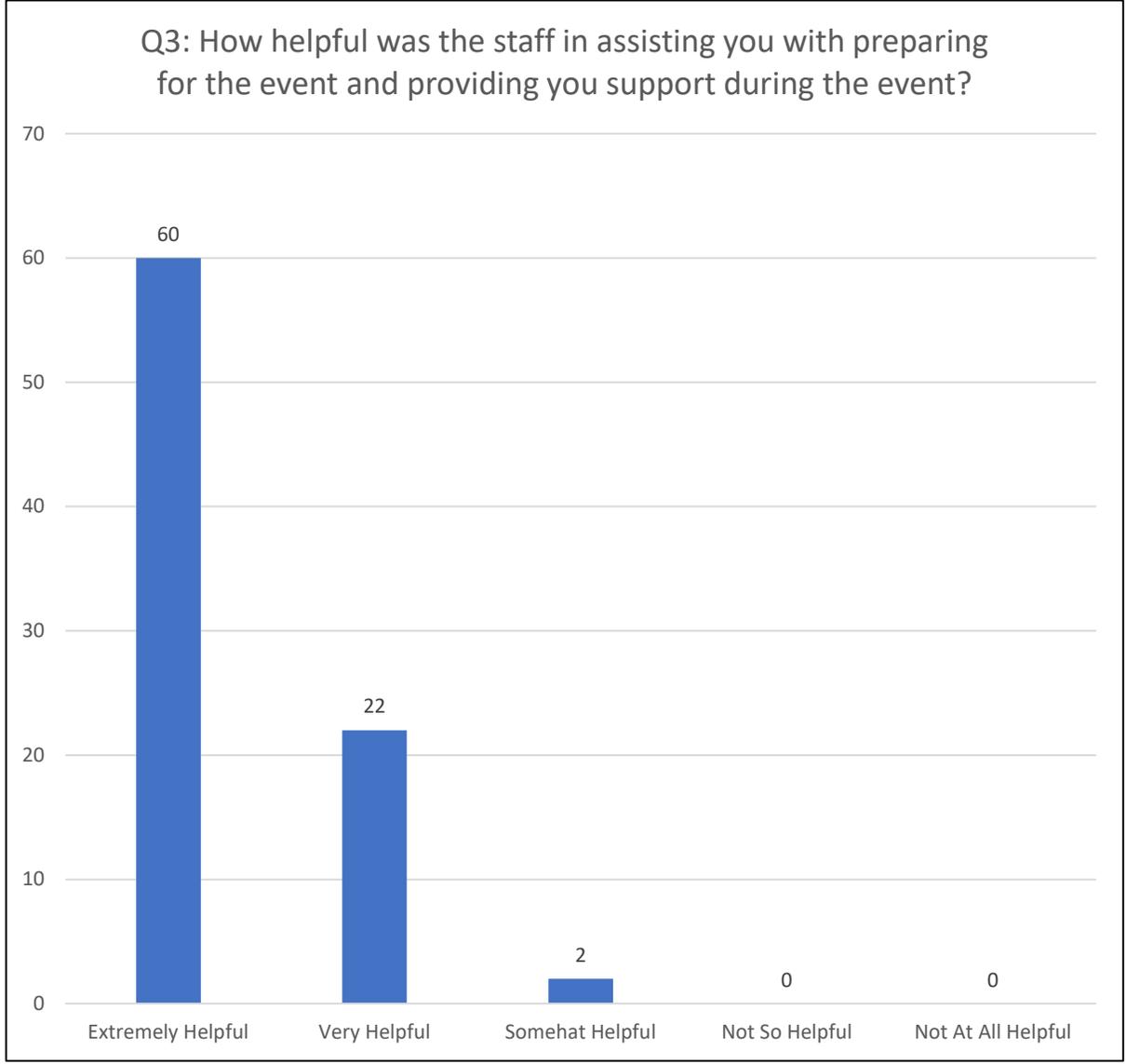
1. 85 C Bakery Café	25. City of Fullerton	48. Goodwill of Orange County	72. Redwood Family Care Network
2. ABM	26. City of Orange	49. Hyatt Regency Orange County	73. Retail Odyssey
3. AGI Business Group	27. Clay Lacy Aviation	50. Irvine Valley Colelge	74. Riverside County Sheriff's Department
4. Air Industries	28. Corner Bakery	51. Jovie	75. Santa Ana Police Department
5. Aire Rite	29. Corovan Logistics	52. Kash Insurance	76. SC Fuels
6. Allied Universal	30. County of Orange	53. KeHe	77. SecureNet Protection Services
7. Amazon	31. Crescent Landing at Fullerton	54. Knotts Berry Farm	78. South Orange County Community College District
8. Anaheim Police Department	32. Crittenton Services	55. Legends Hospitality	79. Sprout's Farmers Market
9. Anaheim Transportation Network	33. Cross Country Healthcare	56. Liberty Behavioral Community Services	80. State of California EDD
10. Antai Global	34. Custom and Border Protection	57. Mark Beamish Waterproofing	81. Stoddard's Restoration Services
11. Applied Medical	35. CVS Health - Distribution Center	58. MeriCal	82. Surf & Sand Resort
12. Biola University	36. DABS	59. Muckenthaler Cultural Center Foundation	83. Swiss Post Solutions
13. Boys and Girls Club Fullerton	37. Department of Rehabilitation	60. My Day Counts	84. Think Together
14. Brea Olinda Unified School District	38. Don Roberto Jewelers	61. Northwestern Mutual	85. Transition Care Telemetry
15. Bristol Farms / Lazy Acres Market	39. Durham School Services	62. OC IHSS Public Authority	86. UC Irvine
16. CA Department of Tax and Fee	40. Easterseals Southern California	63. OC Vibe	87. Unlimited Possibilities
17. Cal Earth Transport	41. Ensign Services	64. Omega Accounting Solutions	88. US Postal Services
18. California Army National Guard	42. Federal Bureau of Investigation	65. Orange County Conservation Corp	89. USGI - Upland Group
19. California Highway Patrol	43. Federal Air Marshall	66. Orange County Transportation Authority	90. Vortex Industries
20. Cambria Suites Anaheim	44. First Student	67. Parking Company of America	91. Waterfront Beach Resort
21. Cambrian Homecare	45. G&M Oil Company	68. People Assisting the Homeless	92. Western Governors University
22. Childhelp	46. GardaWorld Security Services	69. Placentia Yorba Linda Unified School District	93. YMCA Anaheim
23. Chipotle Mexican Grill	47. Glidewell	70. R.J. Allen, Inc.	94. YMCA of Orange County
24. City of Buena Park	48. Goodwill of Orange County	71. Rainbow Home Care Services	

# North Orange County Career Fair

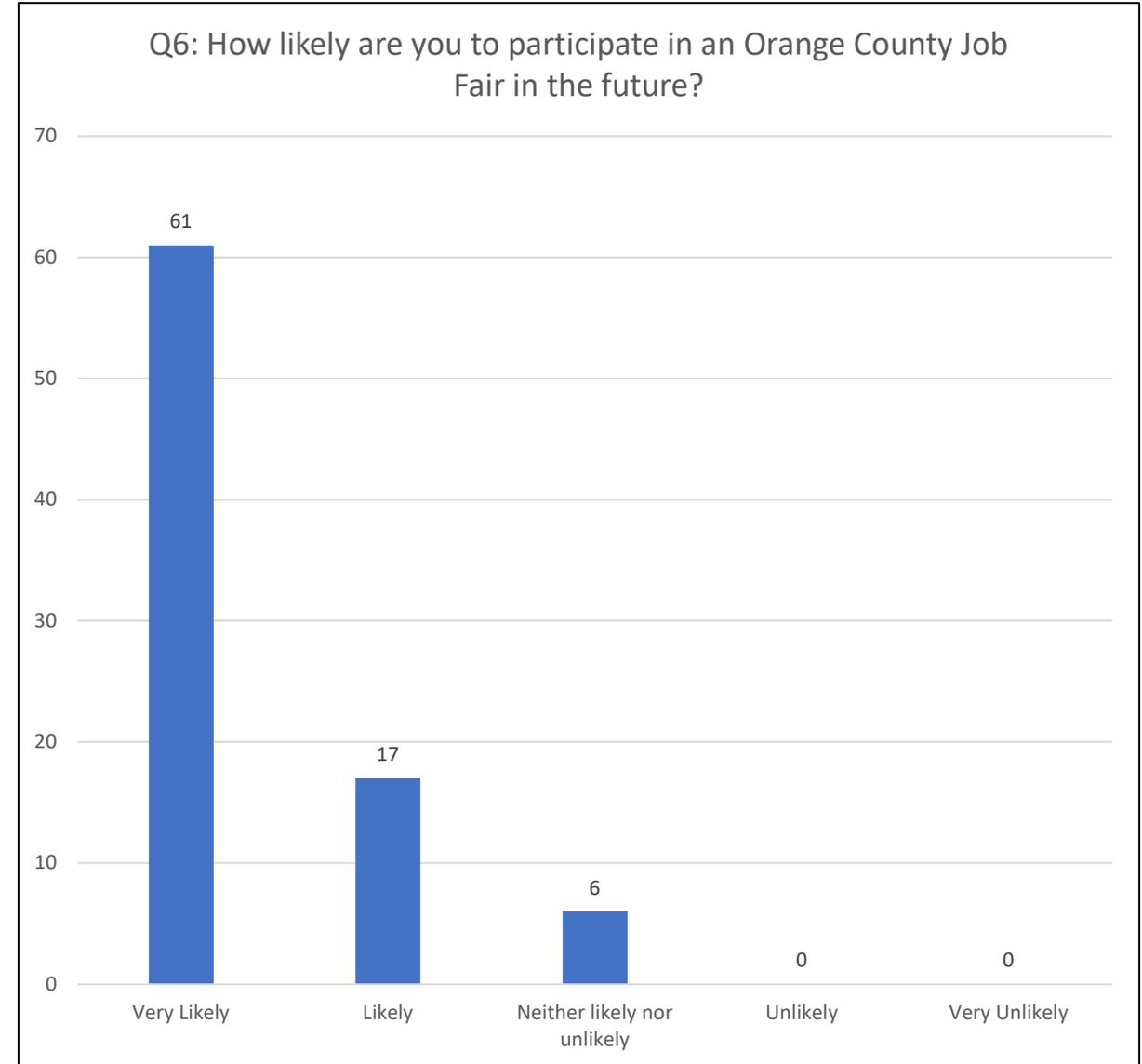
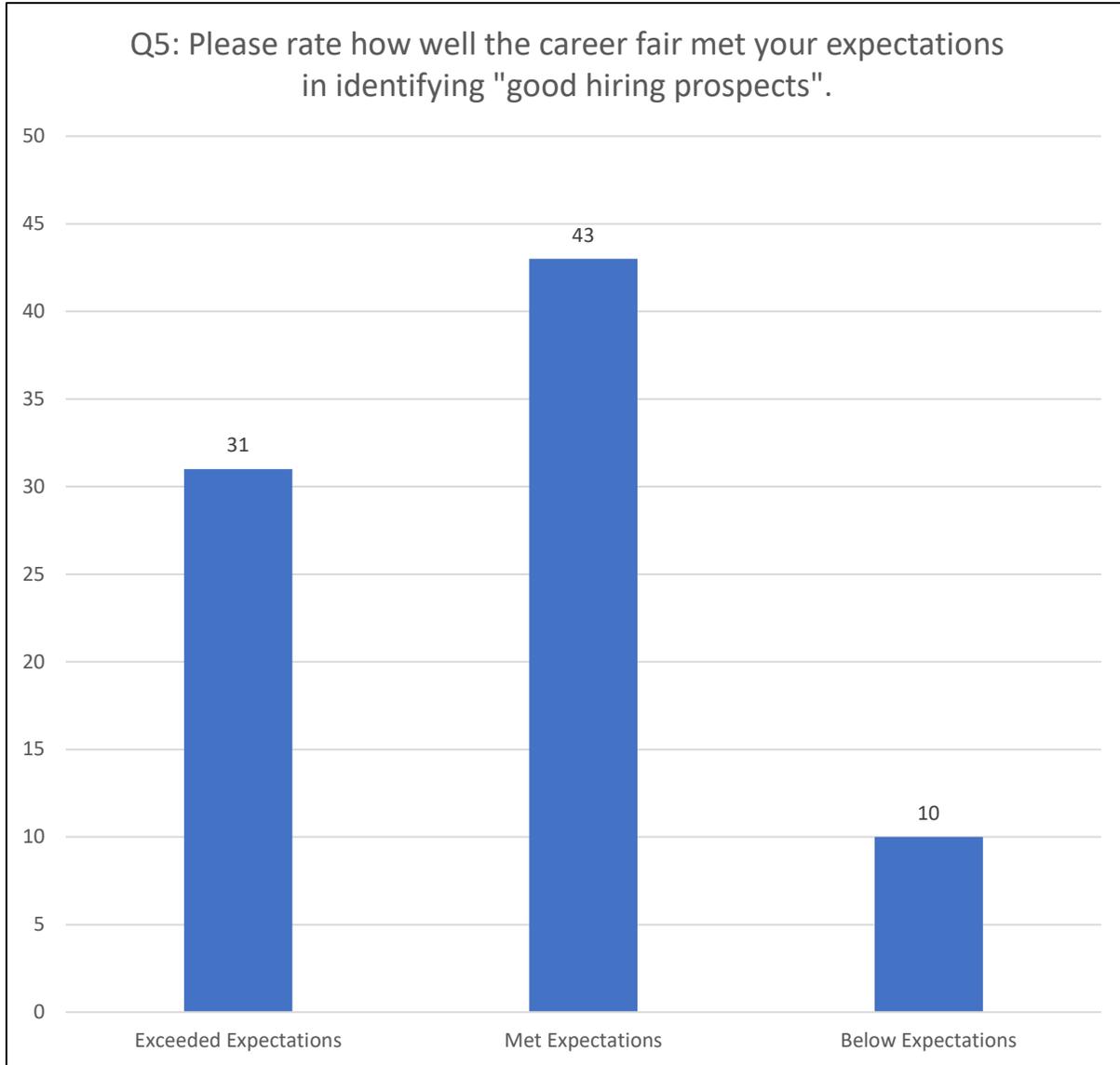
## BUSINESS SURVEY RESULTS: 84 Organizations Responded



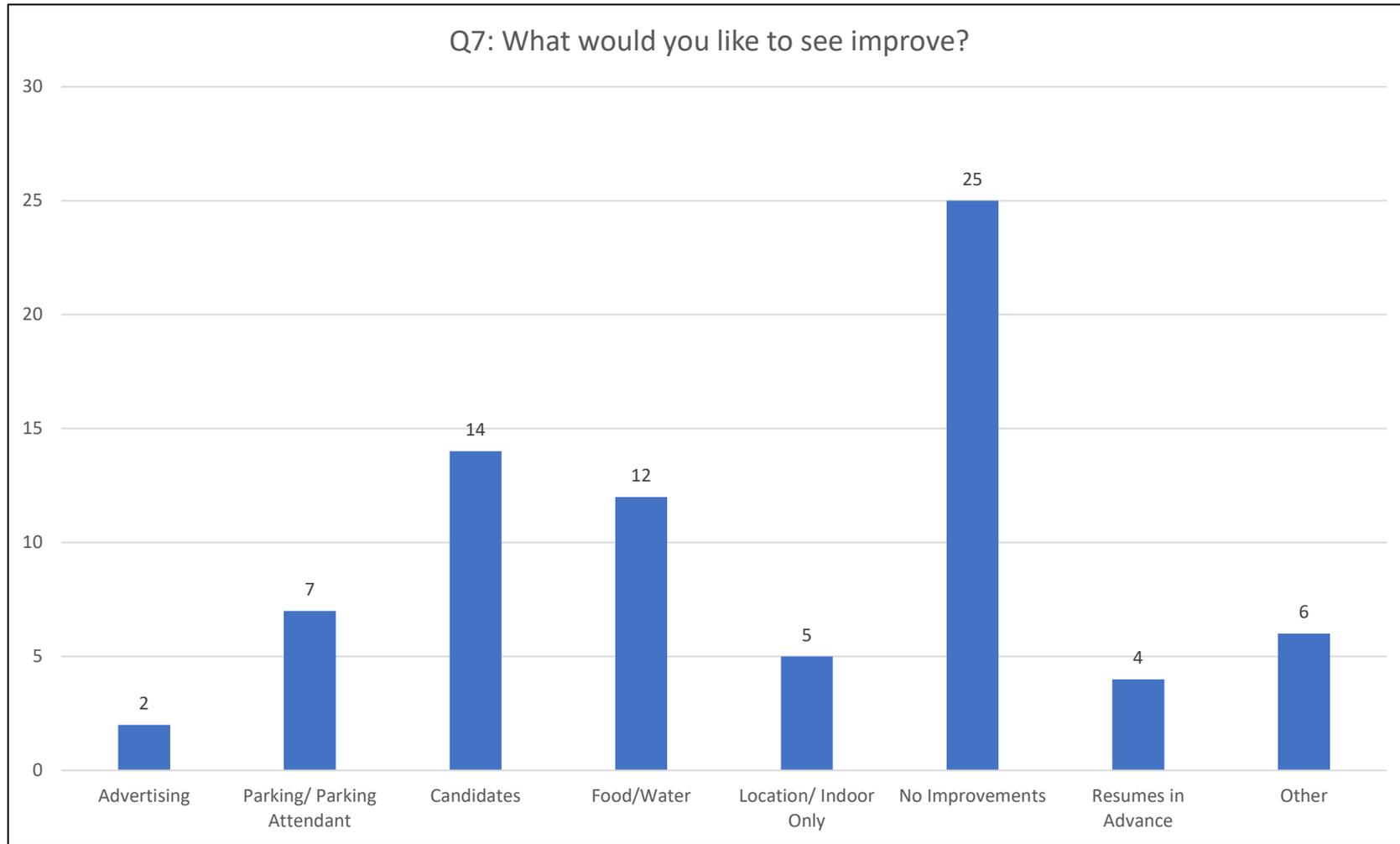
# North Orange County Career Fair



# North Orange County Career Fair

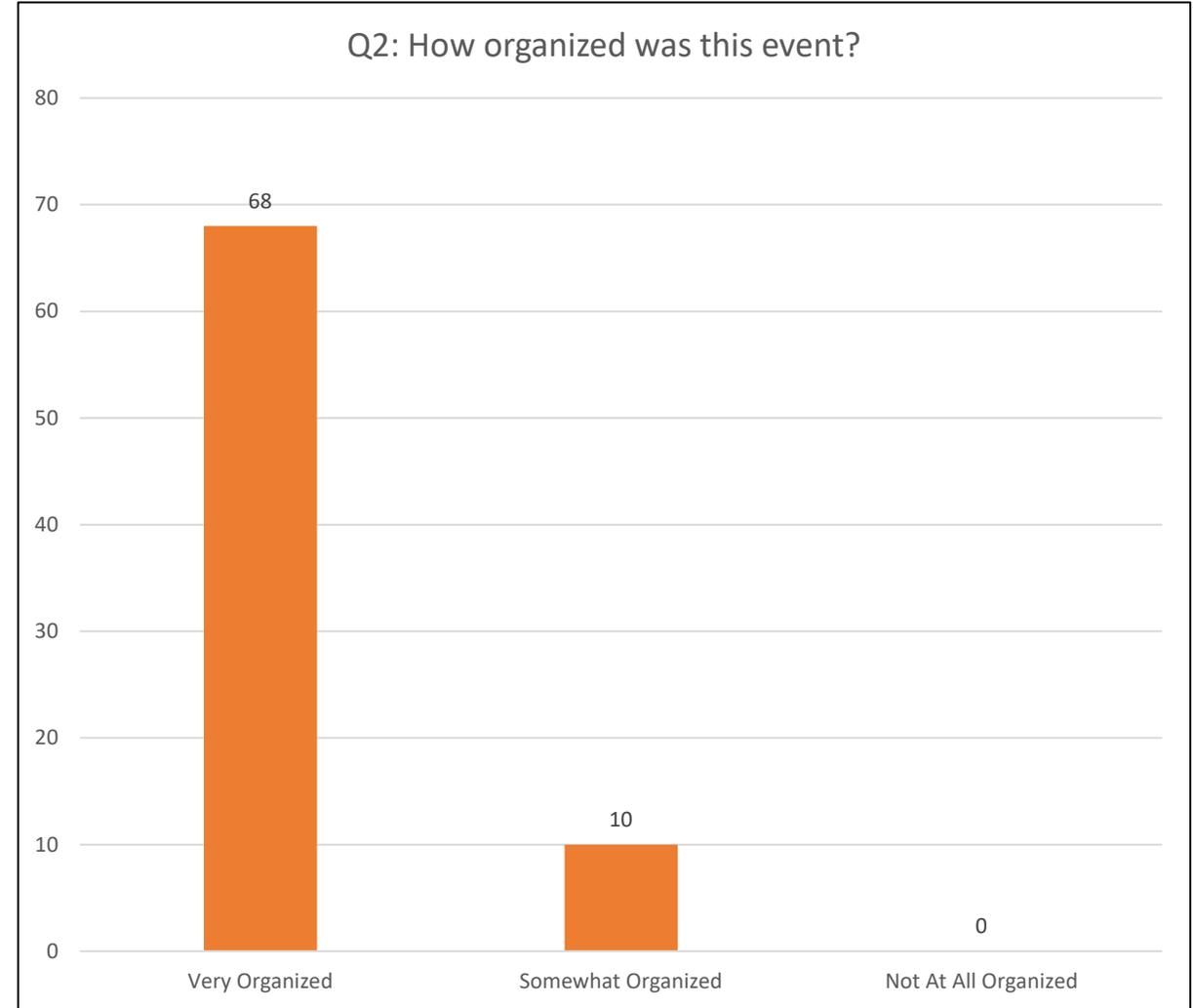
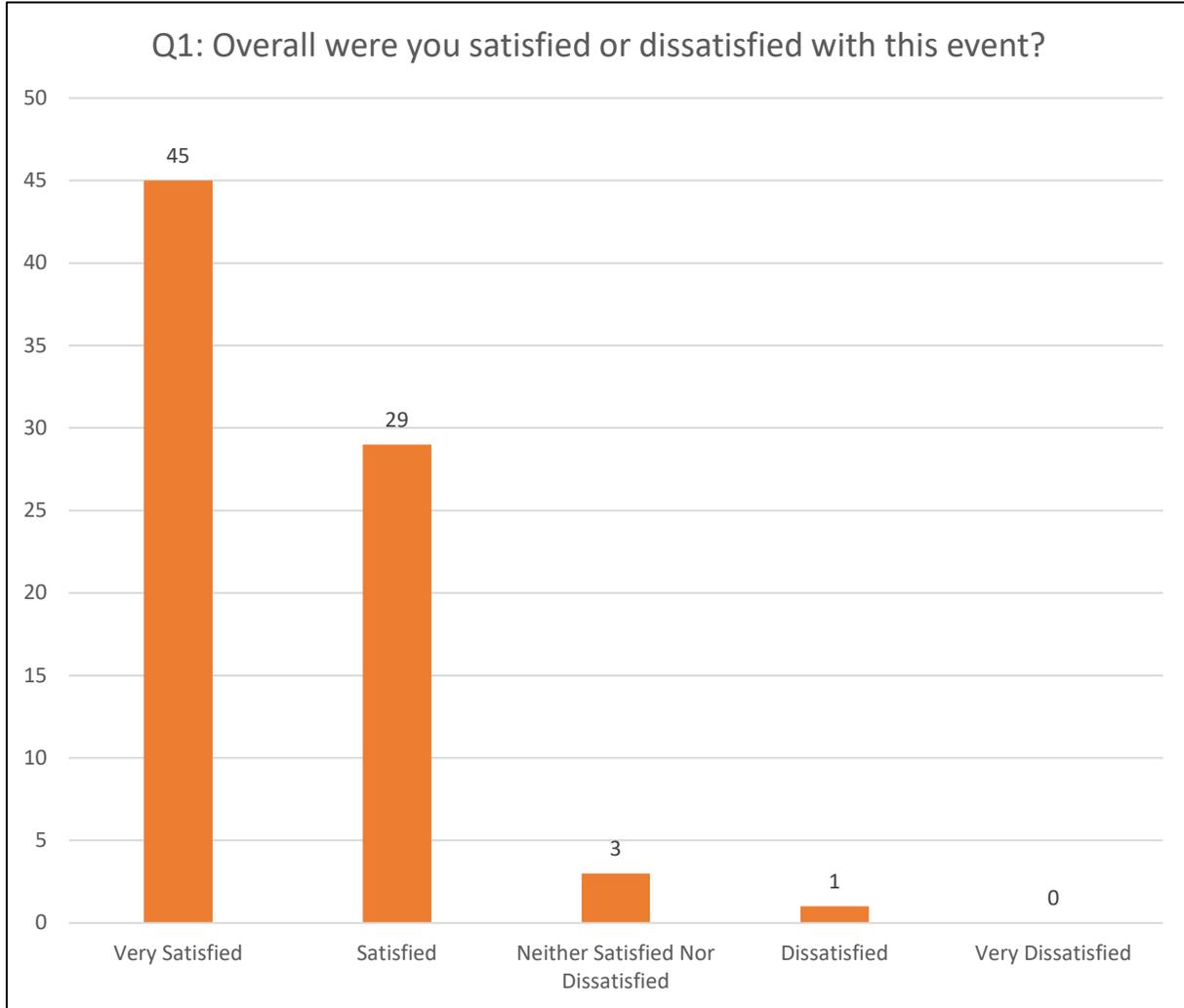


# North Orange County Career Fair



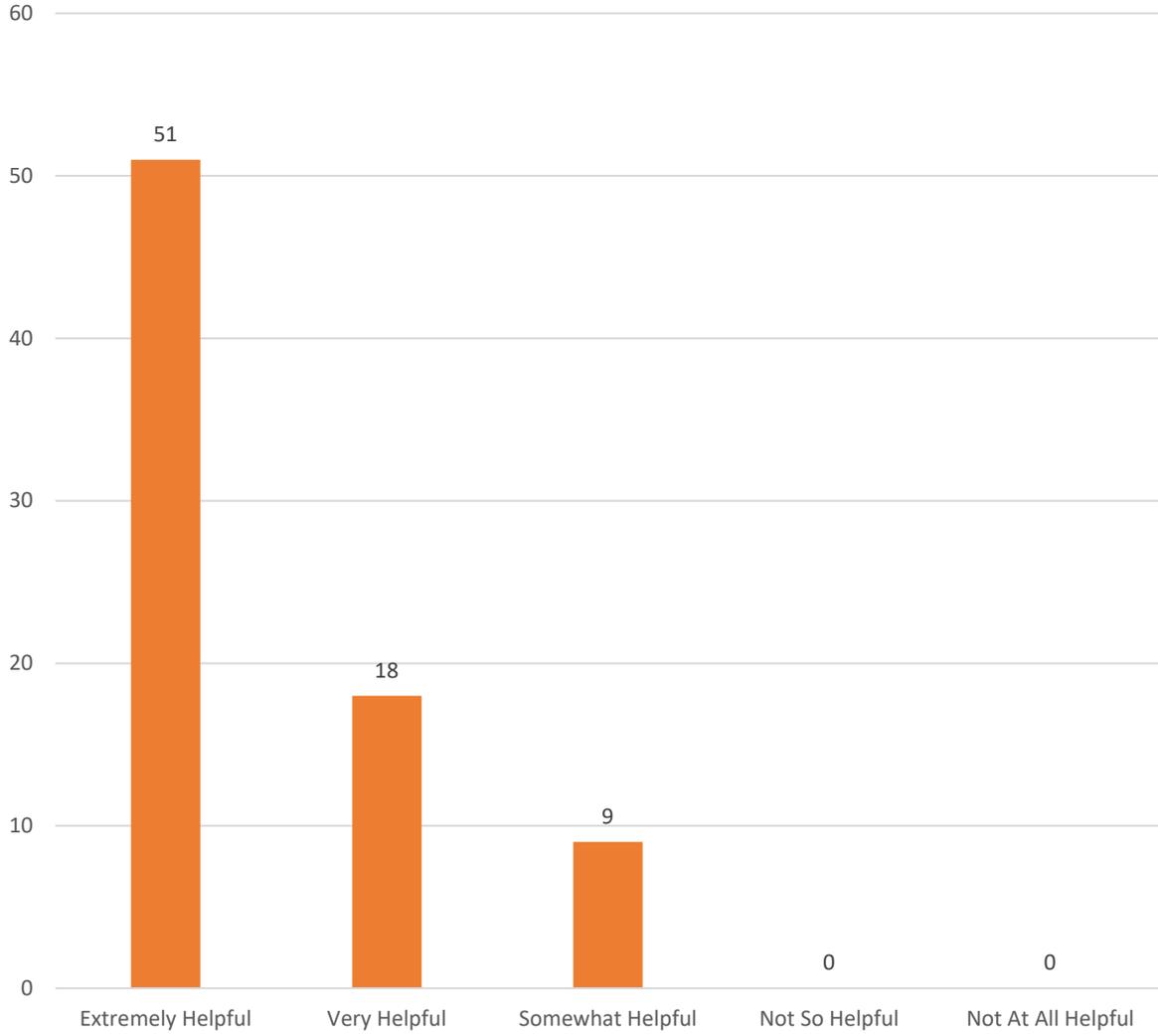
# North Orange County Career Fair

## JOB SEEKER SURVEY RESULTS: 78 Job Seeker Responded

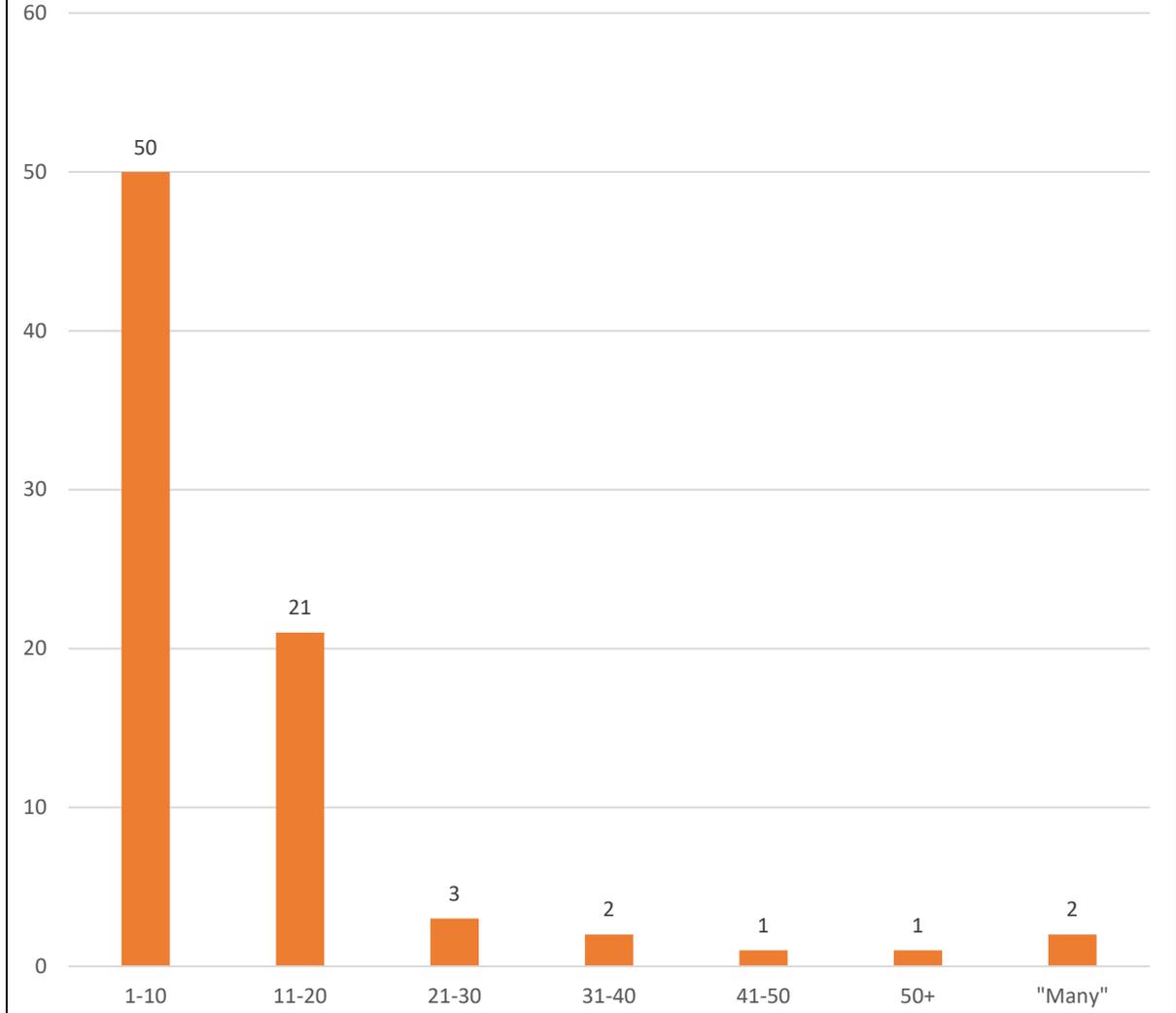


# North Orange County Career Fair

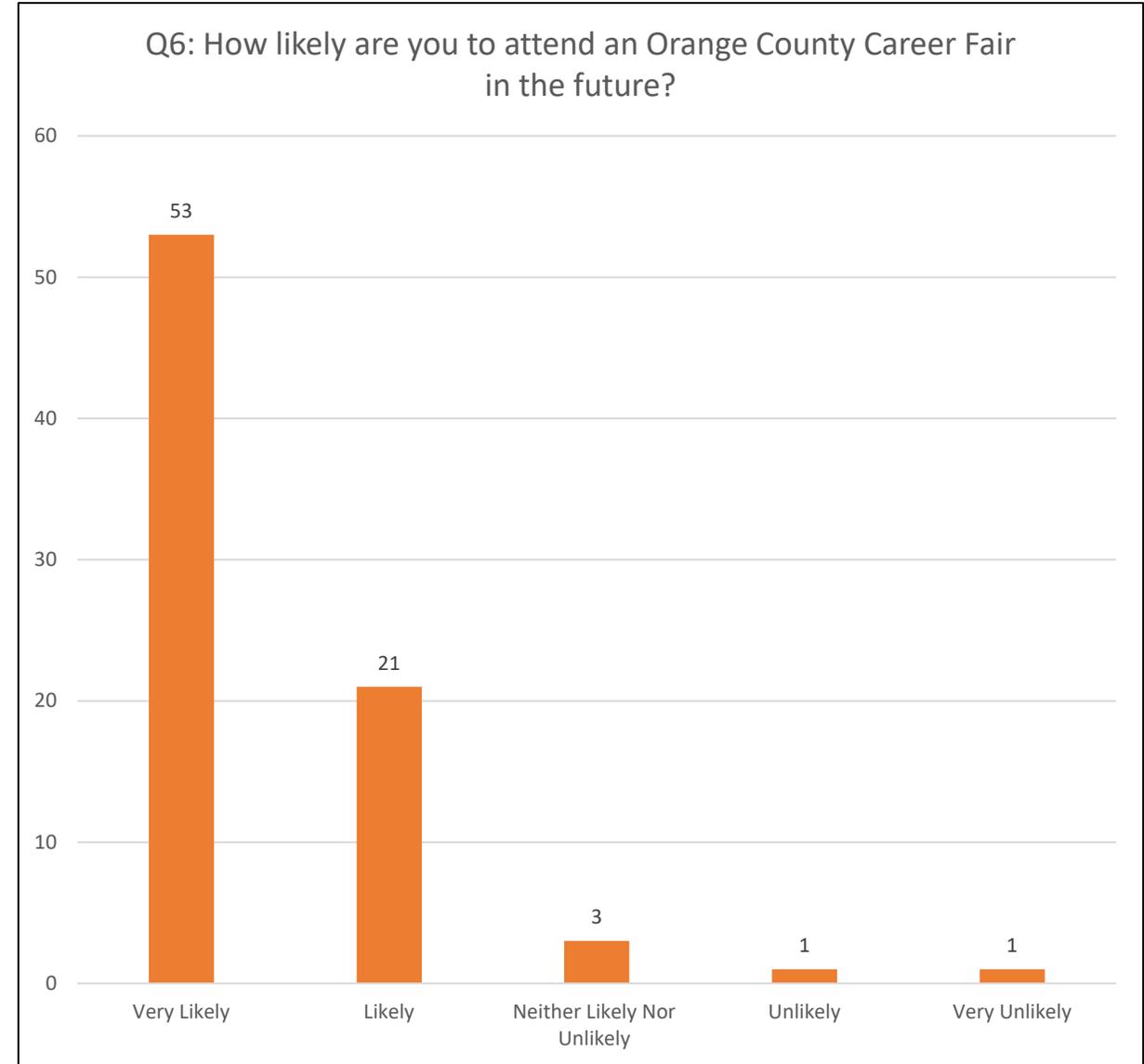
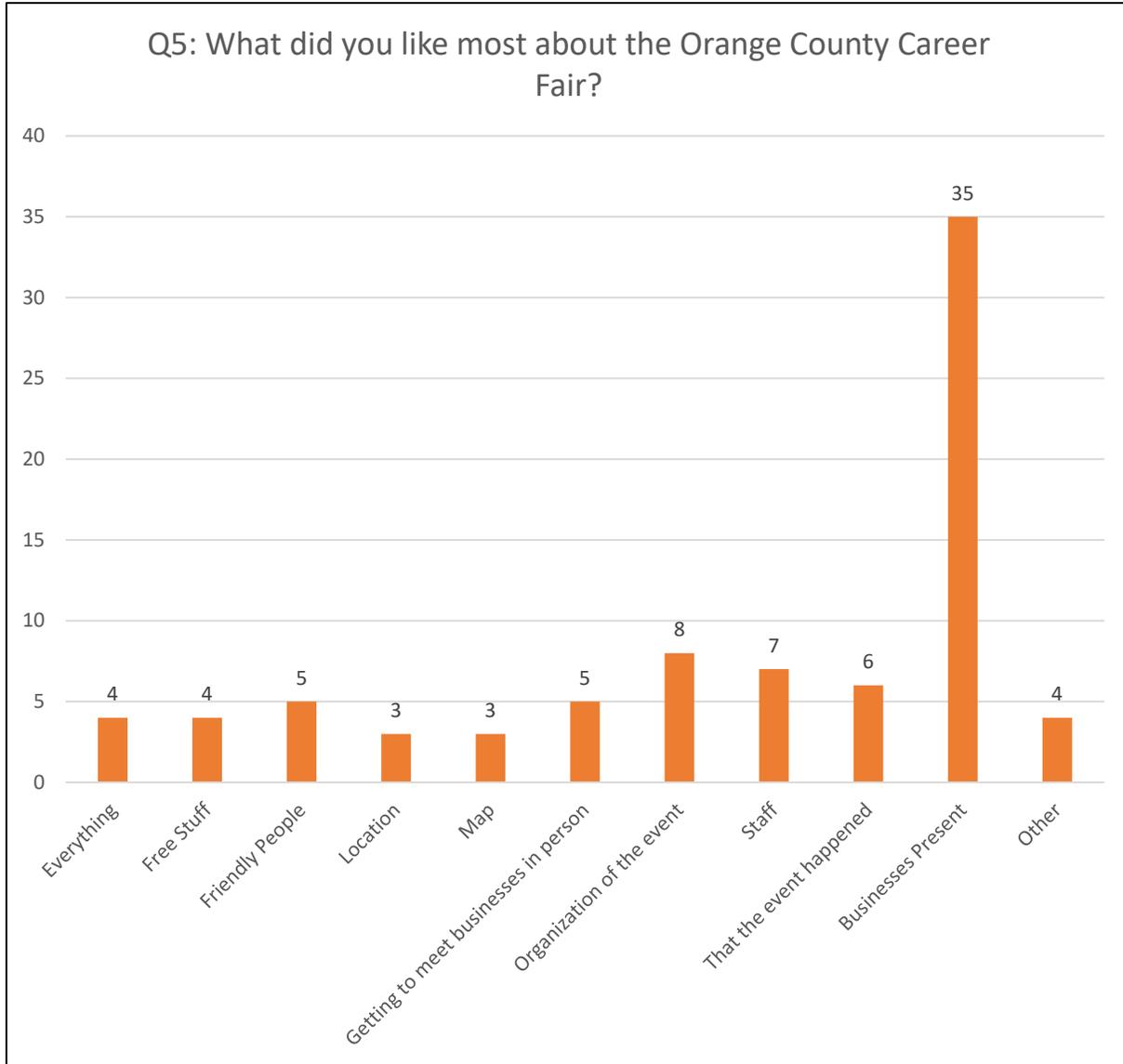
Q3: How helpful was the event staff?



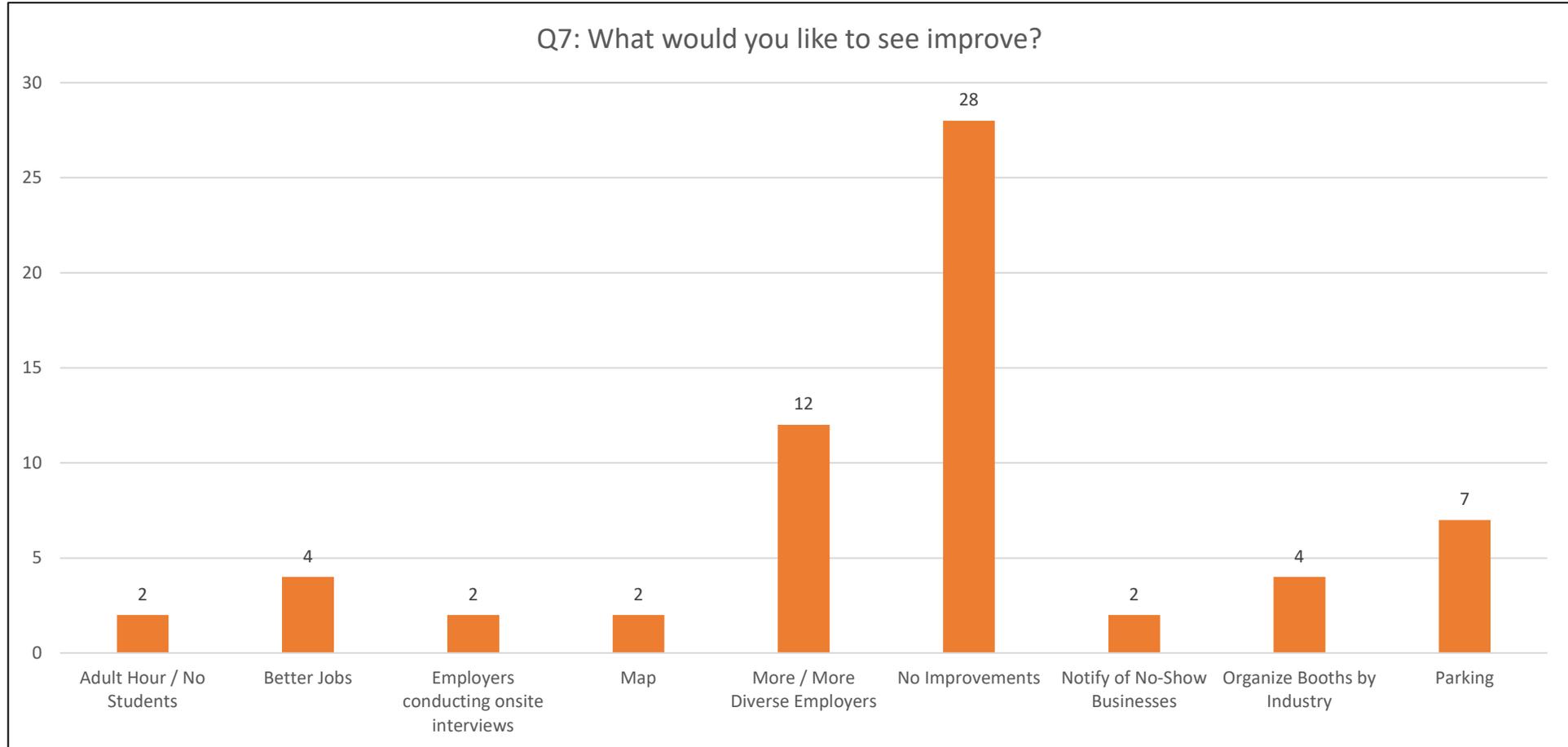
Q4: How many companies did you speak with?



# North Orange County Career Fair



# North Orange County Career Fair



# Event Photos





Item #13

# Thank You

## ORANGE COUNTY WORKFORCE DEVELOPMENT BOARD

### Performance Report

Quarter 2

October 1, 2022 through December 31, 2022



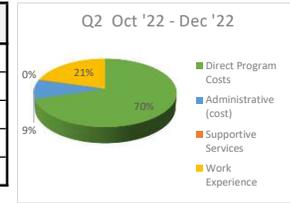
Overseeing job seekers, youth and business programs and services.

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

### Performance Report

Quarter 2

October 1, 2022 through December 31, 2022



Overseeing job seekers, youth and business programs and services.

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		

## ORANGE COUNTY WORKFORCE DEVELOPMENT BOARD



### Performance Report

Quarter 2

October 1, 2022 through December 31, 2022

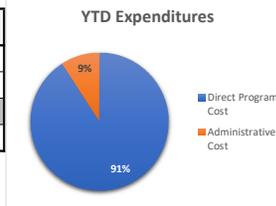
Overseeing job seekers, youth and business programs and services.

Status:	Open
Service Provider:	America Works of California, Inc.
Contract Obligation:	\$2,000,000.00
Contract Number:	20-28-0073-OSO
Contract Period:	07/01/2022 - 06/30/2023

Program Name:	One-Stop Operator
Funding Stream	OA Adult & Dislocated Worker Programs
Pay for Performance	\$200,000.00

#### Fiscal Activities

Cost Category	Budget	Q2 Oct '22 - Dec '22	YTD Expenditures	Balance	% Utilized
Direct Program Cost	\$ 1,818,182.00	\$ 268,390.72	\$ 335,137.99	\$ 1,483,044.01	18%
Administrative Cost	\$ 181,818.00	\$ 26,839.07	\$ 33,513.80	\$ 148,304.20	18%
Training	N/A	\$ -	\$ -	\$ -	
<b>TOTAL</b>	<b>\$ 2,000,000.00</b>	<b>\$ 295,229.79</b>	<b>\$ 368,651.79</b>	<b>\$ 1,631,348.21</b>	<b>18%</b>



\* as of 1/23/2023 November and December 2022 invoices have not been approved.  
Pending \$225,515.60 approval once approved YTD Expenditures \$594,167.39

#### Program Activities | Contract Performance Measures

Performance Category	Contracted Goal	Q2 Oct '22 - Dec '22	YTD	% of Performance
First Time Visitors	N/A	931	2568	
Virtual Training	N/A	138	264	
On-Site Training	N/A	92	237	
ACT WorkKeys	N/A	0	0	

#### Program Participation

Trainings	Q2 Oct '22 - Dec '22	YTD
<b>Participated in their first class/workshop/training:</b>	<b># of Participants</b>	
Within 1 week of program enrollment		
Between 2 and 4 weeks of program enrollment		
Between 1 and 2 months of program enrollment		
More than 2 months since program enrollment		
Not yet engaged in a service		

## ORANGE COUNTY WORKFORCE DEVELOPMENT BOARD

### Performance Report

Quarter 2

October 1, 2022 through December 31, 2022

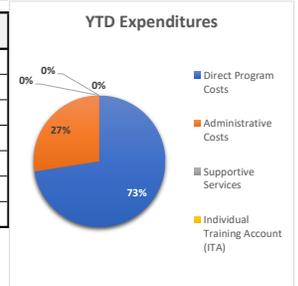


Status:	Open
Service Provider:	Career Team, LLC
Contract Obligation:	\$900,000.00
Contract Number:	MA-012-22010577
Contract Period:	07/01/2022 - 06/30/2023

Program Name:	Adult Career Services - North
Funding Stream:	WIOA Title I - Adult Career Services
Leverage Budget:	
Total YTD Leverage:	
% of Total Leverage:	

#### Fiscal Activities

Cost Category	Budget	Q2 Oct '22 - Dec '22	YTD Expenditures	Balance	% Utilized
Direct Program Costs	\$ 473,355.14	\$ 39,566.44	\$ 39,566.44	\$ 433,788.70	8%
Administrative Costs	\$ 90,000.00	\$ 15,000.00	\$ 15,000.00	\$ 75,000.00	17%
Supportive Services	\$ 30,857.14	\$ -	\$ -	\$ 30,857.14	0%
Individual Training Account (ITA)	\$ 262,807.72	\$ -	\$ -	\$ 262,807.72	0%
On-the-Job Training (OJT)	\$ 25,714.29	\$ -	\$ -	\$ 25,714.29	0%
Work Experience/Transitional Jobs (WEX)	\$ 17,265.71	\$ -	\$ -	\$ -	0%
<b>TOTAL</b>	<b>\$ 900,000.00</b>	<b>\$ 54,566.44</b>	<b>\$ 54,566.44</b>	<b>\$ 828,167.85</b>	<b>6%</b>



#### Program Activities | Contract Performance Measures

Performance Category	Contracted Goal	Q2 Oct '22 - Dec '22	YTD	% of Performance
New Enrollments	400	89	144	36%
Carry Forward / Follow-Up	95	0	95	100%
Target Population	360	100	151	42%
Employment Placements	284	2	54	19%
Median Earnings of Participant Employment Placements	\$8,690.00	\$9,800.00	\$9,800.00	113%
Attainment of Degree/Certificate	243	11	18	7%
Literacy/Numeracy Gain (in program skills gain)	320	2	4	1%
Retention with the Same Employer	225	0	39	17%
Co-enrollment into WIOA services	N/A	14	18	
Staff/providers trained on serving individuals with disabilities	N/A			
Program Exit	347	20	55	16%

#### 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	56	111
Between 2 and 4 weeks of program enrollment	0	0
Between 1 and 2 months of program enrollment	0	0
More than 2 months since program enrollment	0	0
Not yet engaged in a service	0	0
<b>TOTAL</b>	<b>56</b>	<b>111</b>
<b>ITA</b>	<b>47</b>	<b>53</b>
<b>OJT</b>	<b>0</b>	<b>0</b>
<b>WEX</b>	<b>1</b>	<b>1</b>

## ORANGE COUNTY WORKFORCE DEVELOPMENT BOARD

### Performance Report

Quarter 2

October 1, 2022 through December 31, 2022

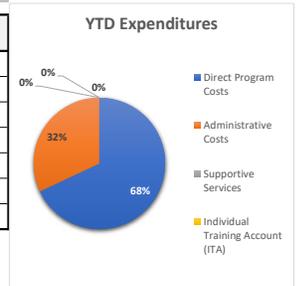


Status:	Open
Service Provider:	Career TEAMS, LLC
Contract Obligation:	\$800,000.00
Contract Number:	MA-012-22010577
Contract Period:	07/01/2022 - 06/30/2023

Program Name:	Adult Career Services - South
Funding Stream:	WIOA Title I - Adult Career Services
Leverage Budget:	\$240,000.00
Total YTD Leverage:	0
% of Total Leverage:	0%

#### Fiscal Activities

Cost Category	Budget	Q2 Oct '22 - Dec '22	YTD Expenditures	Balance	% Utilized
Direct Program Costs	\$ 465,209.54	\$ 28,253.82	\$ 28,253.82	\$ 436,955.72	6%
Administrative Costs	\$ 80,000.00	\$ 13,332.00	\$ 13,332.00	\$ 66,668.00	17%
Supportive Services	\$ 27,428.57	\$ -	\$ -	\$ 27,428.57	0%
Individual Training Account (ITA)	\$ 189,271.90	\$ -	\$ -	\$ 189,271.90	0%
On-the-Job Training (OJT)	\$ 22,857.14	\$ -	\$ -	\$ 22,857.14	0%
Work Experience/Transitional Jobs (WEX)	\$ 15,232.85	\$ 567.70	\$ 567.70	\$ 14,665.15	4%
<b>TOTAL</b>	<b>\$ 800,000.00</b>	<b>\$ 42,153.52</b>	<b>\$ 42,153.52</b>	<b>\$ 757,846.48</b>	<b>5%</b>



#### Program Activities | Contract Performance Measures

Performance Category	Contracted Goal	Q2 Oct '22- Dec '22	YTD	% of Performance
New Enrollments	400	37	47	12%
Carry Forward / Follow-Up	21	0	21	100%
Target Population	360	37	51	14%
Employment Placements	242	0	6	2%
Median Earnings of Participant Employment Placements	\$8,690.00	\$7,592.00	\$7,592.00	87%
Attainment of Degree/Certificate	206	7	9	4%
Literacy/Numeracy Gain (in program skills gain)	320	2	4	1%
Retention with the Same Employer	192	0	19	10%
Co-enrollment into WIOA services	N/A	2	3	
Staff/providers trained on serving individuals with disabilities	N/A			
Program Exit	295	3	25	8%

#### Program Participation

Trainings	# of Participants	
	Q2 Oct '22 - Dec '212	YTD
<b>Participated in their first class/workshop/training:</b>		
Within 1 week of program enrollment	39	49
Between 2 and 4 weeks of program enrollment	0	0
Between 1 and 2 months of program enrollment	0	0
More than 2 months since program enrollment	0	0
Not yet engaged in a service	0	0
<b>TOTAL</b>	<b>39</b>	<b>49</b>
<b>ITA</b>	<b>2</b>	<b>2</b>
<b>OJT</b>	<b>0</b>	<b>0</b>
<b>WEX</b>	<b>1</b>	<b>2</b>

## ORANGE COUNTY WORKFORCE DEVELOPMENT BOARD

### Performance Report

Quarter 2

October 1, 2022 through December 31, 2022

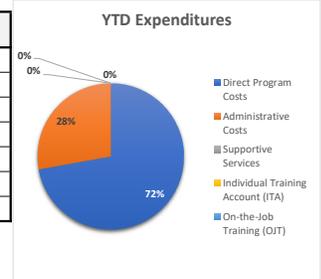


Status:	Open
Service Provider:	Career TEAMS, LLC
Contract Obligation:	\$950,000.00
Contract Number:	MA-012-22010577
Contract Period:	07/01/2022 - 06/30/2023

Program Name:	Dislocated Worker Career Services - North
Funding Stream:	WIOA Title I - Adult Career Services
Leverage Budget:	
Total YTD Leverage:	\$0.00
% of Total Leverage:	0%

#### Fiscal Activities

Cost Category	Budget	Q2 Oct '22 - Dec '22	YTD Expenditures	Balance	% Utilized
Direct Program Costs	\$ 491,290.61	\$ 41,006.98	\$ 41,006.98	\$ 450,283.63	8%
Administrative Costs	\$ 95,000.00	\$ 15,833.32	\$ 15,833.32	\$ 79,166.68	17%
Supportive Services	\$ 32,571.43		\$ -	\$ 32,571.43	0%
Individual Training Account (ITA)	\$ 285,828.10		\$ -	\$ 285,828.10	0%
On-the-Job Training (OJT)	\$ 27,142.86		\$ -	\$ 27,142.86	0%
Work Experience/Transitional Jobs (WEX)	\$ 18,167.00		\$ -	\$ 18,167.00	0%
<b>TOTAL</b>	<b>\$ 950,000.00</b>	<b>\$ 56,840.30</b>	<b>\$ 56,840.30</b>	<b>\$ 893,159.70</b>	<b>6%</b>



#### Program Activities | Contract Performance Measures

Performance Category	Contracted Goal	Q2 Oct '22 - Dec '22	YTD	% of Performance
New Enrollments	600	54	66	11%
Carry Forward / Follow-Up	43	0	43	100%
Target Population	N/A			
Employment Placements	383	0	33	9%
Median Earnings of Participant Employment Placements	\$9,900.00	\$10,433.00	\$10,433.00	105%
Attainment of Degree/Certificate	338	10	16	5%
Literacy/Numeracy Gain (in program skills gain)	480	4	7	1%
Retention with the Same Employer	293	0	41	14%
Co-enrollment into WIOA services	N/A	49	51	
Staff/providers trained on serving individuals with disabilities	N/A			
Program Exit	450	5	14	3%

#### 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	8	20
Between 2 and 4 weeks of program enrollment	0	0
Between 1 and 2 months of program enrollment	0	0
More than 2 months since program enrollment	0	0
Not yet engaged in a service	0	0
<b>TOTAL</b>	<b>8</b>	<b>20</b>
ITA	14	15
OJT	0	1
WEX	0	0

## ORANGE COUNTY WORKFORCE DEVELOPMENT BOARD

### Performance Report

Quarter 2

October 1, 2021 through December 31, 2021

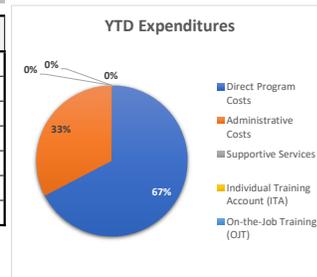


Status:	Open
Service Provider:	Career TEAMS, LLC.
Contract Obligation:	\$850,000.00
Contract Number:	MA-012-22010577
Contract Period:	07/01/2022 - 06/30/2023

Program Name:	Dislocated Worker Career Services - South
Funding Stream:	WIOA Title I - Adult Career Services
Leverage Budget:	
Total YTD Leverage:	\$0.00
% of Total Leverage:	0%

#### Fiscal Activities

Cost Category	Budget	Q2		YTD Expenditures	Balance	% Utilized
		Oct '21 - Dec '21	YTD			
Direct Program Costs	\$ 483,144.86	\$ 29,251.81	\$ 29,251.81	\$ 453,893.05	6%	
Administrative Costs	\$ 85,000.00	\$ 14,166.66	\$ 14,166.66	\$ 70,833.34	17%	
Supportive Services	\$ 29,142.86	\$ -	\$ -	\$ 29,142.86	0%	
Individual Training Account (ITA)	\$ 212,192.28	\$ -	\$ -	\$ 212,192.28	0%	
On-the-Job Training (OJT)	\$ 24,285.71	\$ -	\$ -	\$ 24,285.71	0%	
Work Experience/Transitional Jobs (WEX)	\$ 16,234.29	\$ -	\$ -	\$ 16,234.29	0%	
<b>TOTAL</b>	<b>\$ 850,000.00</b>	<b>\$ 43,418.47</b>	<b>\$ 43,418.47</b>	<b>\$ 806,581.53</b>	<b>5%</b>	



#### Program Activities | Contract Performance Measures

Performance Category	Contracted Goal	Q2 Oct '21 - Dec '22	YTD	% of Performance
New Enrollments	600	30	33	6%
Carry Forward / Follow-Up	23	0	23	100%
Target Population	N/A			
Employment Placements	524	0	12	2%
Median Earnings of Participant Employment Placements	\$9,900.00	\$0.00	\$0.00	0%
Attainment of Degree/Certificate *	463	3	5	1%
Literacy/Numeracy Gain (in program skills gain)	480	4	7	1%
Retention with the Same Employer	401	0	33	8%
Co-enrollment into WIOA services	N/A	27	28	
Staff/providers trained on serving individuals with disabilities	N/A			
Program Exit	617	0	6	1%

#### 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	3	6
Between 2 and 4 weeks of program enrollment	0	0
Between 1 and 2 months of program enrollment	0	0
More than 2 months since program enrollment	0	0
Not yet engaged in a service	0	0
<b>TOTAL</b>	<b>3</b>	<b>6</b>
ITA	3	3
OJT	0	0
WEX	0	0

Submit by the 20th of the following month of the quarter to:

[WSBProjectManagement@edd.ca.gov](mailto:WSBProjectManagement@edd.ca.gov)

## Quarterly Performance Report (QPR)

Subrecipient	Orange County Workforce Development Board/ Workforce & Economic Development Division		
Subrecipient Code	ORA	ELL, DEA OR VEAP (PY)	VEAP
Quarter Covered	OCT – DEC 2022	Grant Code(s)	1225
Project Contact	Eric Ensley	Email	<a href="mailto:eric.ensley@occr.ocgov.com">eric.ensley@occr.ocgov.com</a>

The Quarterly Performance Report (QPR) details project activities conducted during each quarter that contribute to project goals. The EDD Project Management (PM) Team uses the information shared in the QPR to assess project progress, identify and share best practices, and identify any technical assistance needs. The QPR must be submitted no later than 20 days following the end of the quarter on the following dates:

Time Period	Due Date
April thru June	July 20
July thru September	October 20
October thru December	January 20
January thru March	April 20

*If the QPR due date falls on a state holiday or weekend, the day before becomes the new due date for the report.*

## Activities and Services For This Quarter

### 1. Participant Reporting

Activity	Total New This Reporting Period	Cumulative Total to Date	Cumulative Planned to Date (From Exhibit B)	Performance % (Actual/Planned)
Total Enrollment	25	162	200	81%
Entered Soft Skill Training/ Job Readiness Training	2	33	183	18%
Entered Occupational Skills Training	6	17	171	10%
Entered Work Based Learning/Training	0	3	120	3%
Attained Certificate	3	7	102	7%
Entered Unsubsidized Employment	10	56	144	39%
Median Hourly Wage	28.49	30.00	\$22.38	134%
Additional Comments on Participant Reporting (Description of services provided, type of training, industry sector, etc. Include any relevant details on delays to achieving planned numbers, if applicable).				
<p>During this Seventh Quarter (October- December 2022), the VEAP project staff conducted 34 interviews for program participation, of which four were direct referrals for Jobs for Veterans State Grant Veterans Service Navigator intake screenings. VEAP staff were able to complete enrollments of 74% of new participants screened for eligibility that sought assistance with employment services to represent 25 new enrollments. Basic and Individualized career service continue to be a benchmark to assist veterans with workforce reintegration opportunities that include linkages to community partnerships that help address unique barriers experienced by job seekers such as resume writing, interviewing techniques, soft skills development, and effective communications skills.</p> <p>VEAP Project staff continue to assess participant's and address identifiable skills gaps to ensure proper alignment with desired career pathway development. VEAP staff has used various motivational interviewing techniques to assist with guiding career development however most significant barriers to employment experienced by participants include stressors influenced by behavior health challenges appear to be contributing factors associated with decreased self-motivation to address progress or lead to inactivity that requires re-directing.</p>				

The VEAP project continues to remain on track with obtaining near performance measures. Five Participant sought training or upskills development with In- Demand industry sectors such as information Technology and Administration. Slowing trends of careers within these industry sectors have delayed immediate job placements within the region and continue to show a more competitive market during this post- pandemic era. VEAP staff continue to work closely with participant’s to strategically target employers positioned to hire veterans with matched skills they seek.

- 2. Describe the following activities and services that occurred during the reporting period including what work was done and how it relates to the services and activities proposed in Exhibit A: Project Narrative and Exhibit I: Project Work Plan, and any other goals of the project.**

Activities/Services Provided	Description
Participant Outreach	<p>During the Seventh Quarter (October – December 2022), the VEAP Project staff has participated in outreach events to engage veterans and military members at the North County Career Fair, CalVet/ CSU Fullerton CalTap Veterans Employment Expo, and the Orange County Veterans and Military Family Collaborative to build capacity and expand our program reach.</p> <p>VEAP project staff regularly collaborates with the CalVet Local Interagency Network Coordinator to enhance connections to state, local and private organizations servicing veterans with significant barriers to employment as well as recent discharged military members seeking services through the California Department of Veterans Affairs.</p>
Project Partnerships (development, enhancement, engagement, commitment)	<p>VEAP project staff engages with OC Business Solutions monthly to review prospective on the job training opportunities with employers as well as Jobs for Veterans State Grant Disabled Veterans Outreach Program coordinators and Local Veterans Employment Representatives to support career goals of enrolled participants.</p> <p>VEAP project staff facilitated 33 participant direct referrals to the Jobs for Veterans State Grant Disabled Veterans Outreach Program Coordinators for prospective engagement and co-enrollment. Additionally, 3 referrals to the</p>

	<p>Department of Rehabilitation, 30 referrals to VetNet for peer- to-peer support for resume writing and mock interviews, and community resources partnership development with St Vincent DePaul in Los Alamitos for assistance with non-allowable supportive services.</p> <p>Additional VEAP Project outreach with Saddleback College’s Veterans Resource Center to perform service availability workshops to student veteran prior to degree matriculation.</p>
Enrollment, Intake, and Assessment	<p>Enrollment, intake and assessment opportunities continue to demonstrate an upward increase mostly due to VEAP Project staff mobility within the community as well as new outstation locations to reach eligible participants where they are most likely to engage with other types of community services needs such as unemployment services.</p> <p>VEAP Staff have encountered significant increases in barriers such as behavior health issues that delay participant integration into sustainable employment. Many Participants are assessed as special disabled due to increased barriers and military service-related issues that most require reasonable accommodations to adequately perform in the workforce</p>
Co-Enrollment (WIOA Title I-IV, CalWORKS, CalFresh, other)	<p>VEAP Project staff have identified slower opportunities to co-enroll participants with the new WIOA Title I provider as new ITA’s are slow to develop. VEAP staff has experienced participant frustrations with delayed co-enrollments to facilitate trainings for up-skills development leading to significant redirecting of client focus on career pathways,</p>
Program Services (Intensive Case Management, Integrated Resource Teams, Supportive Services, Referrals)	<p>During the report period (October- December 2022), VEAP staff continue to incorporate a supportive employment style to guide intensive case management services to enhance participant career and training needs.</p>

	<p>Housing instability due to the lack of economic growth and self-sufficient income continues to be the primary focus of many participants. VEAP's collaboration with Orange County's Coordinated Entry services facilitates direct contact with housing specialist to address any barriers to housing so that participants may adequately focus on workforce reintegration.</p>
<p>System Change/Alignment (Plans, MOUs, policy, procedures, data sharing, blending and braiding resources, sustainability)</p>	<p>VEAP project staff has an ongoing challenge of guiding participants to address their behavior health and immediate stressors that contribute ineffectual self-management skills.</p> <p>To adequately address the needs of Participants, VEAP staff continue to seek out integration with various partners to holistically address each individual participant from a human-centered approach.</p>
<p>Staff, Project Team, Stakeholder Training/Capacity Building</p>	<p>VEAP staff continues capacity building and partnership driven outreach to inform and educate stakeholders of program value as well as enhancement to existing service partners.</p>
<p>Business/Employer Engagement</p>	<p>VEAP Project staff and Jobs for Veterans State Grant program staff meet monthly to discuss employer engagement and co-case management strategies to support program participants on their career pathway.</p>
<p>Other – Describe</p>	<p>During this Seventh Quarter report period (October-December 2022), VEAP staff continue to actively participate in community events that attract veteran's and military members. Program mobility between our One Stop Centers in Garden Grove and at Joint Training Base Los Alamitos facilitate equitable access to our workforce system however participant self-management skills continue to present barriers to individual engagement and immediate career success.</p>

## Expenditures and Matching Funds For This Quarter

### 3. Expenditure Reporting

Planned Expenditures to Date *From Exhibit E: Funding and Expenditure Plan	Actual Expenditures to Date	Performance % (Actual/Planned)
\$450,000	\$420,194.82	93%
Planned Matching Funds to Date *From Exhibit E: Funding and Expenditure Plan	Actual Matching Funds to Date	Performance % (Actual/Planned)
\$891,786	\$0	0.0%
Additional Comments on Expenditures (Include a summary of how grant funds were spent, how matched funds supported the project, and explanation of any delays to meeting planned expenditures).		
<p>During this report period, planned expenditures remain consistent to administrative cost and program to engage with participants on intensive career management services including supportive services for rent and utilities.</p>		

## Successes and Challenges For This Quarter

### 4. Best Practices/Lessons Learned: Detail any notable achievements made, obstacles encountered and overcome, identified best practices, lessons learned, and/or ongoing challenges.

The VEAP Project staff's notable achievement has been our mobility to meet veterans and military where that are in their employment/ career search. VEAP's network of diverse community partnerships present opportunities for effective collaboration between various agencies to provide leveraged service deliver in resume writing and review, mock interview strategies, and professional clothing when needed. Peer to Peer supported mentorship continues to be an asset to participant experiences navigating workforce processes.

**5. Participant Success Stories: Detail any notable participant success stories including relevant information about the services strategies utilized, barriers overcome, participant challenges and accomplishments, training completions, job placements, and any other positive outcomes. Do not include any Personally Identifiable Information (PII).**

During this report period, VEAP staff acknowledges the notable success stories of two participants who served on active duty, one with the U. S. Marine Corps and the other U. S. Army. Our U.S Marine veteran was underemployed searched may opportunities to change his career, reduce his current commute of 2 hours a day, and continue to pursue his degree program at CSU Long Beach. He attended an Orange County sponsored career fair and connected with a VEAP staff member, who was effective at developing a career plan with clear attainable goals that allowed the veteran to focus on objectives and target his career search to local organizations. The Participant was faced with multiple economic challenges and behavior health stressors that contributed to his barrier to obtaining a growth-oriented career. Once the Participant was able to actualize a career pathway that included developing interview techniques and resume writing, he successfully applied to be a Local Veterans Employment Representative under our Jobs for Veterans State Grant with the California Employment Development Department. The Participant accepted a job offer in December to become part of our local workforce family.

Our U. S. Army Veteran, transitioned to California and immediately faced housing barriers and was residing in a program supported by Volunteers of America's Supportive Services for Veterans and Family. Additionally, the Participant's behavior health contributed to her inability to effectively engage in a productive career search. After meeting with a VEAP Career Coordinator, the Participant was able to develop a goal plan focused on mock interviewing and improving communications skills. The Participant was encouraged to work on self- esteem and effectively communicate her skills to an employer. Our U.S. Army Veteran interviewed with the U.S. Department of Veterans Affairs Benefits Administration for a position as a veterans' services representative. The Participant was offered employment at the Mid-West Regional Area in November with a pay rate at the GS-11 step one.

**6. Technical Assistance: Detail any technical assistance that would support or accelerate project efforts.**

No Technical assistance to note this report period.

**7. Materials: Please list and attach any event flyers, press releases, news clips, project photos, and/or any other materials that illustrate grant activities and successes.**

North County Career Fair Flyer, CalVet/ CSU Fullerton CalTap Veterans Employment Expo Flyer, and Orange County Veterans and Military Family Collaborative Strategic Planning Brief Flyer



## CalTAP & CSUF VRC Veterans Employment Expo

November 30, 2022 | Time: 10 a.m. - 2 p.m.

The California Department of Veterans Affairs, California Transition Assistance Program (CalTAP), in partnership with the California State University, Fullerton, would like to invite student veterans and their families to attend our upcoming event as we provide information and resources that can assist in finding employment. Representatives from local organizations will be on-site to discuss their services and answer any questions you may have for them.

For more information about CalTAP, call 1 (800) 952-5626, or email [CalTAP@calvet.ca.gov](mailto:CalTAP@calvet.ca.gov).

Click on the link below to learn more about this event and to register.

**REGISTRATION**  
[www.caltap.eventbrite.com](http://www.caltap.eventbrite.com)



CALIFORNIA STATE UNIVERSITY  
**FULLERTON**

CAL STATE FULLERTON VETERANS RESOURCE CENTER

**VET FORWARD**



# **Orange County Veterans & Military Families Collaborative**

CONVENED BY **UCI**

*Invites you to our General Meeting:*

## **Strategic Planning Brief & Holiday Toy Drive**

*December 7th, 8:30 AM - 11:30 AM  
Wedgewood University Club at UCI  
801 E. Peltason Drive, Irvine, CA 92697*

*Please Join us as we recap our  
lines of effort for the future of the  
OCVMFC and have some holiday  
fun with a Holiday Toy Drive and  
Networking!*

*Breakfast will be served*

*[Click Here to Register](#)*



# CAREER NATIONAL DISLOCATED WORKER GRANT

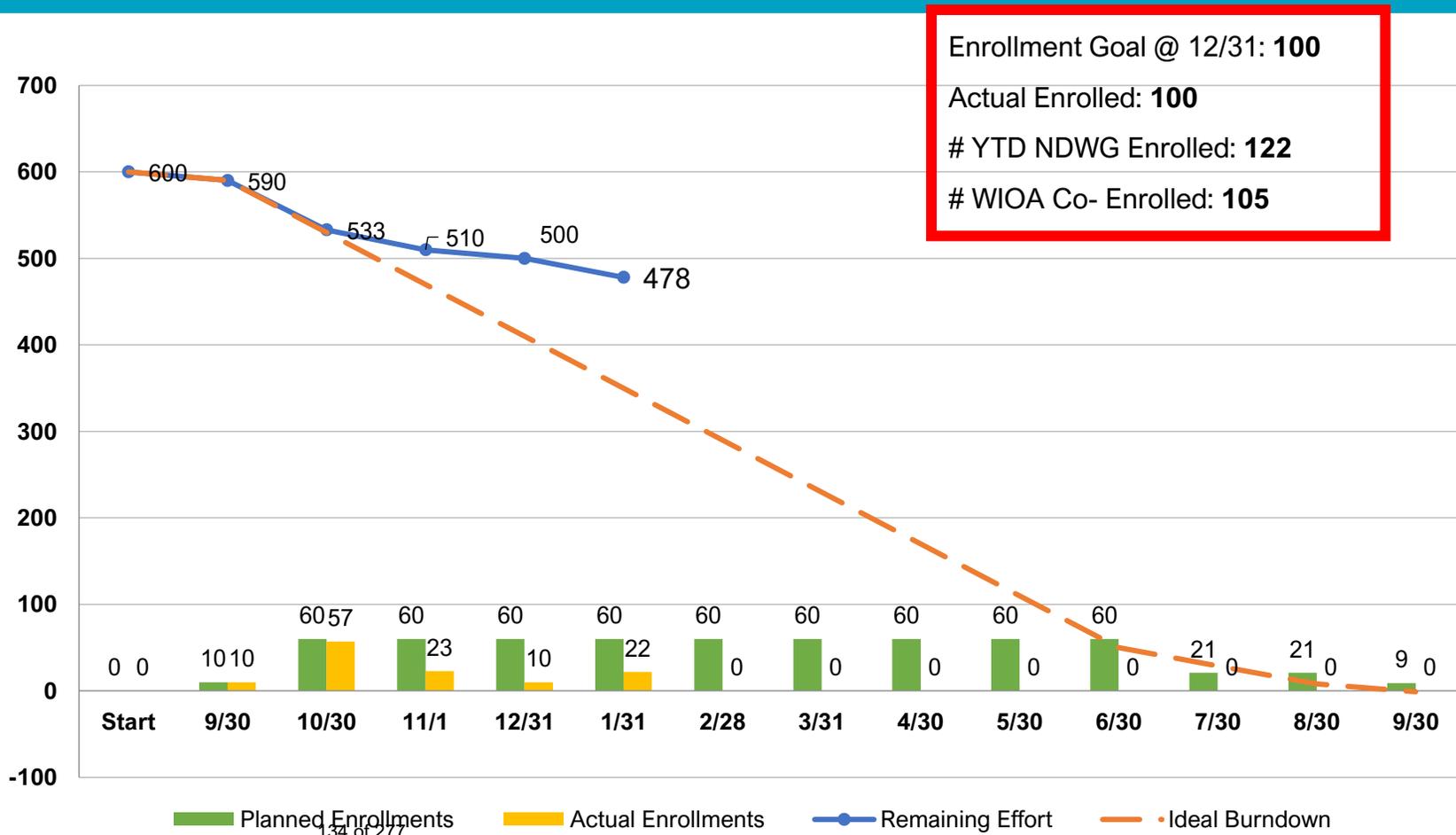
Q2 REPORT: October 1- December 31, 2022



Career Opportunities for Re-Employment



# PROGRAM PARTICIPATION PERFORMANCE





# RE-EMPLOYMENT



Company	Job Title	Employment Start Date	Hrly Wage
Irvine Montessori	Lead Montessori Teacher	10/03/2022	\$26.00
My Day Counts	Class Instructor	11/14/2022	\$18.50
Nova Academy	Attendance Clerk	12/19/2022	\$22.00
SkinCureOncology	Manager of image guided super	12/27/2022	\$54.00
COUNTY OF ORANGE	Custodian	01/02/2023	\$22.00
Nations Benefits LLC	Card Services Specialist	01/03/2023	\$23.00
Flavorchem Corporation	Forklifter	01/06/2023	\$21.00
Contemporary Services Corporation	Attendant	01/10/2023	\$15.00

Program Exits: **9**

Average hourly wage: **\$25.19**

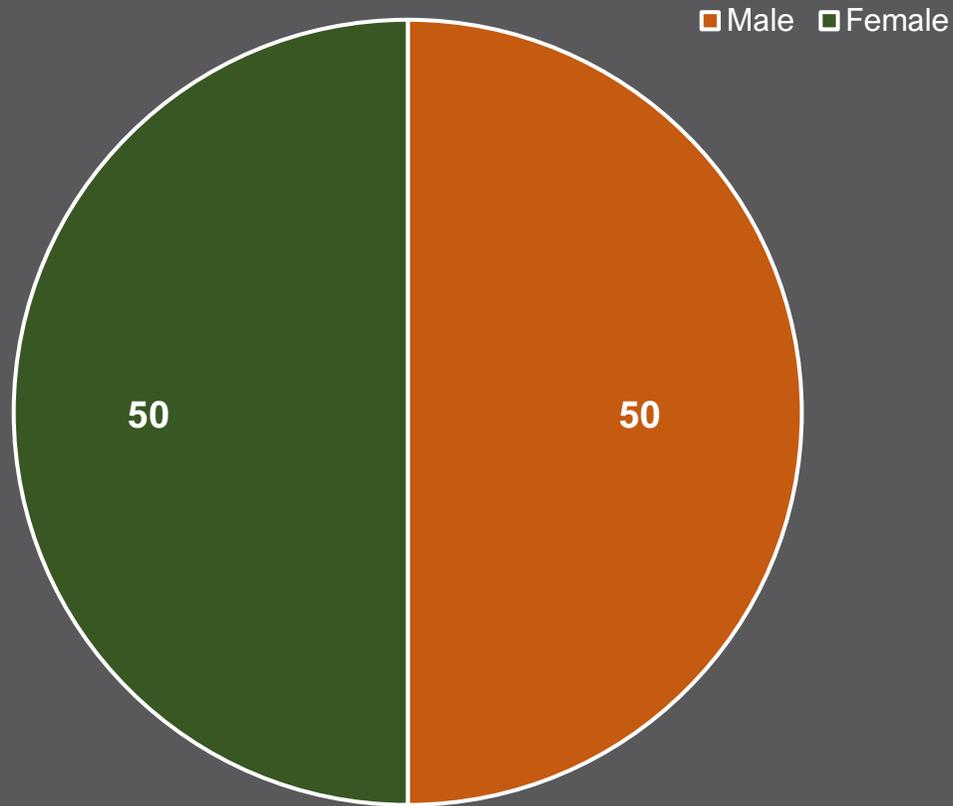
In employment: **8**

Median hourly wage: **\$38.00**



# PARTICIPANT DEMOGRAPHICS

## GENDER DISTRIBUTION



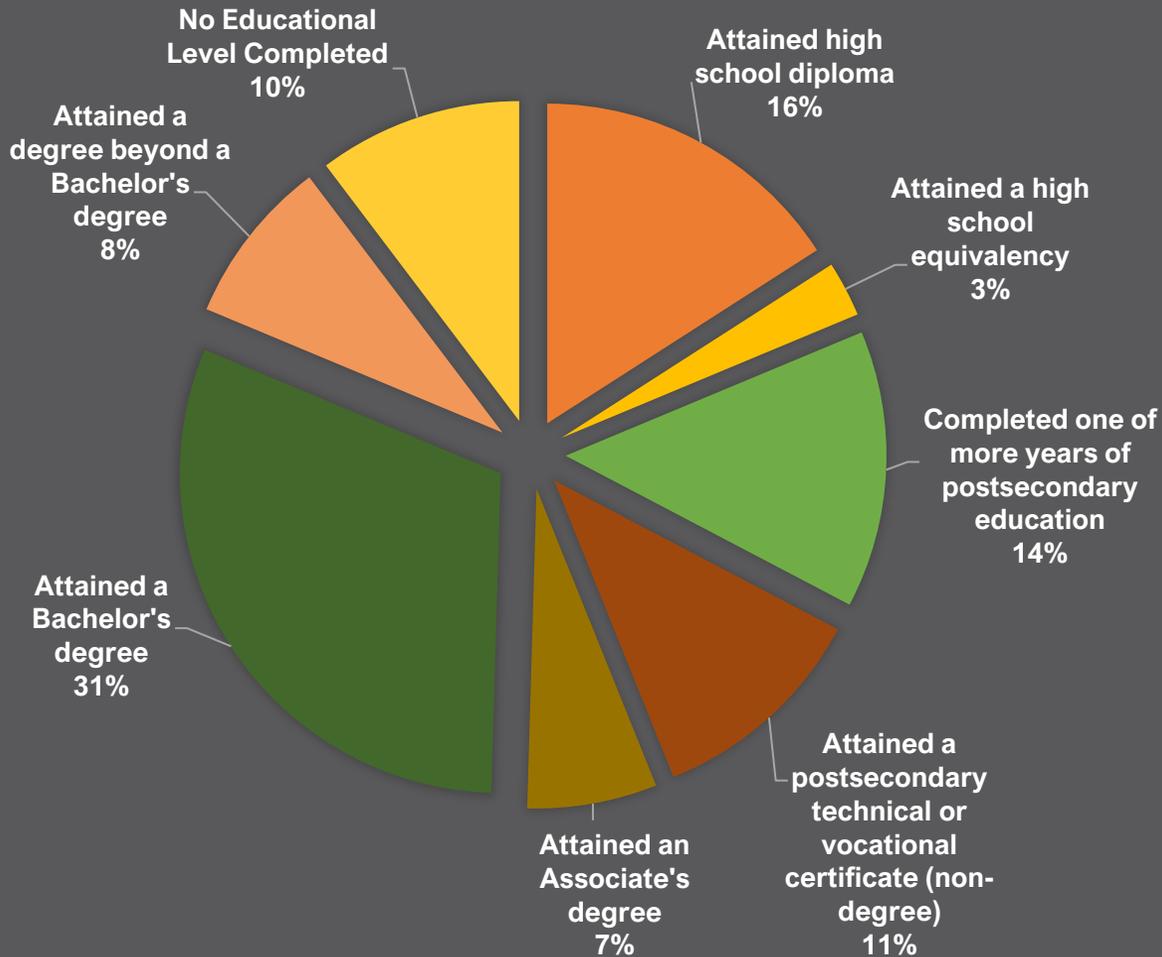
## AGE DISTRIBUTION



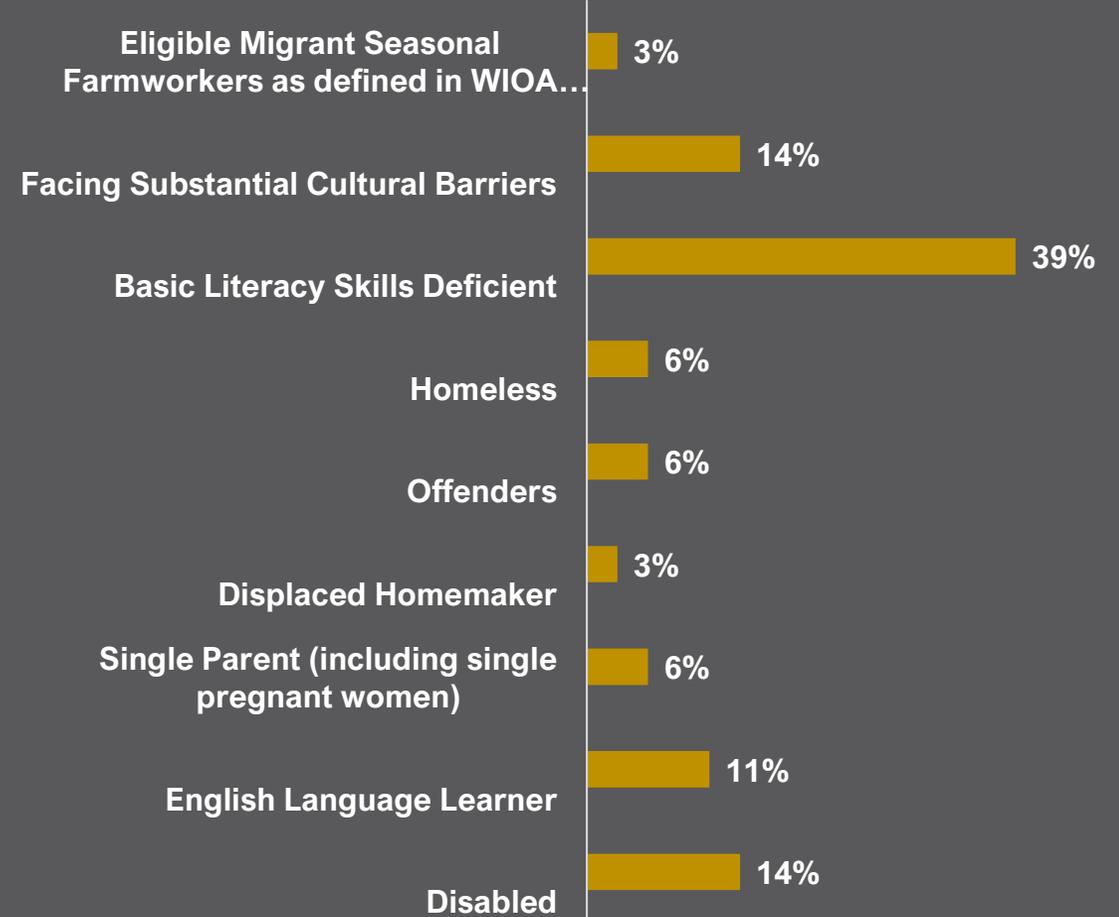


# PARTICIPANT DEMOGRAPHICS

## EDUCATIONAL ACHIEVEMENT



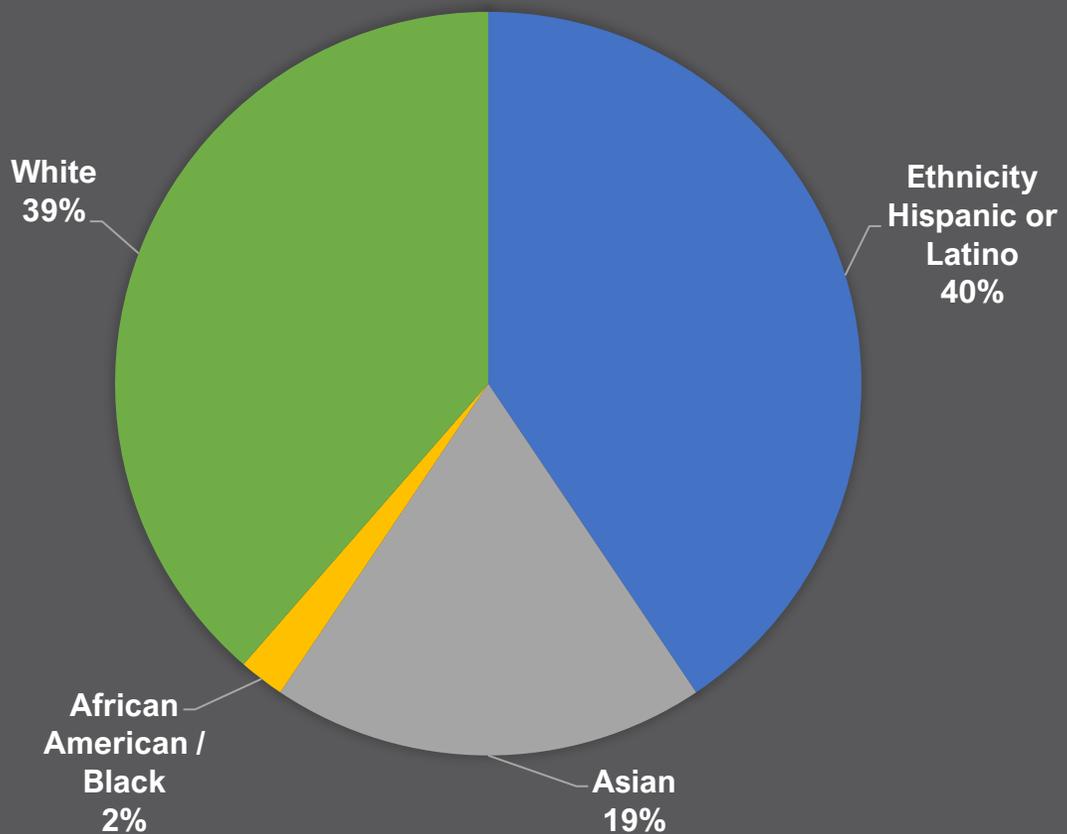
## BARRIERS



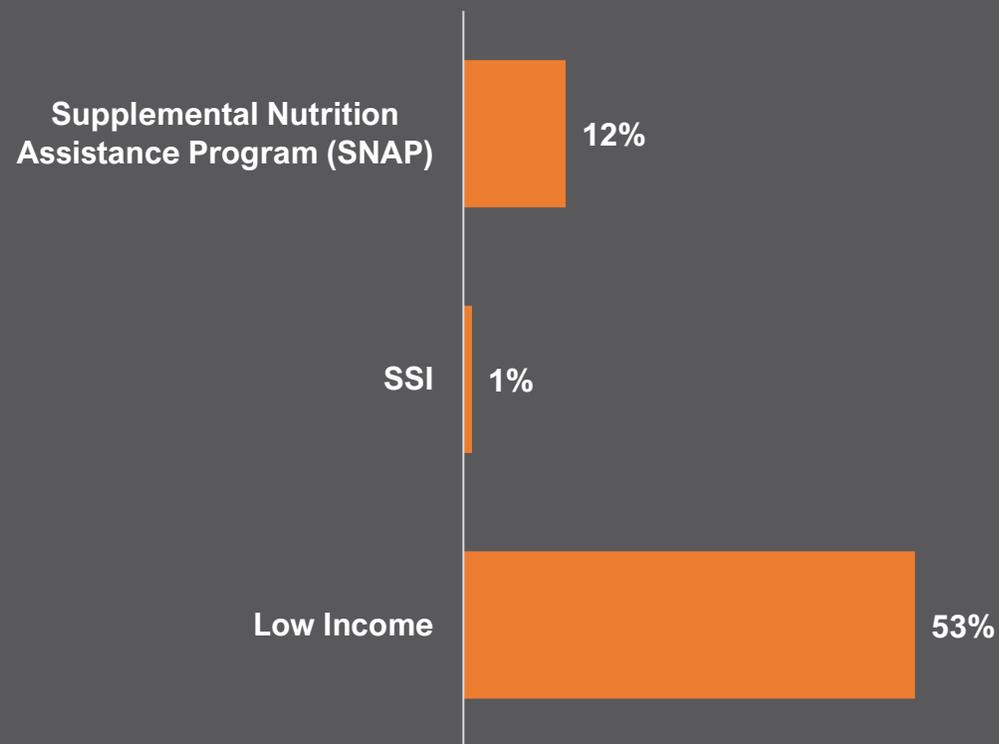


# PARTICIPANT DEMOGRAPHICS

## ETHNIC DISTRIBUTION

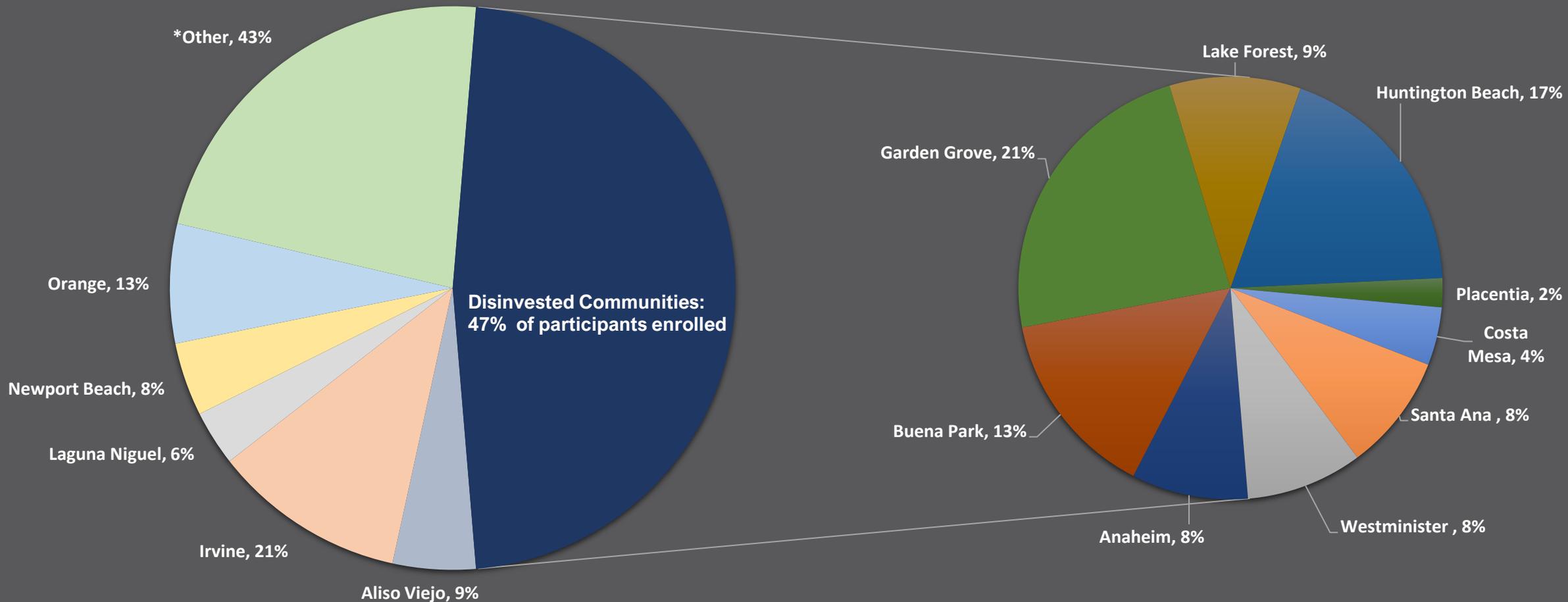


## INCOME/ PUBLIC ASSISTANCE



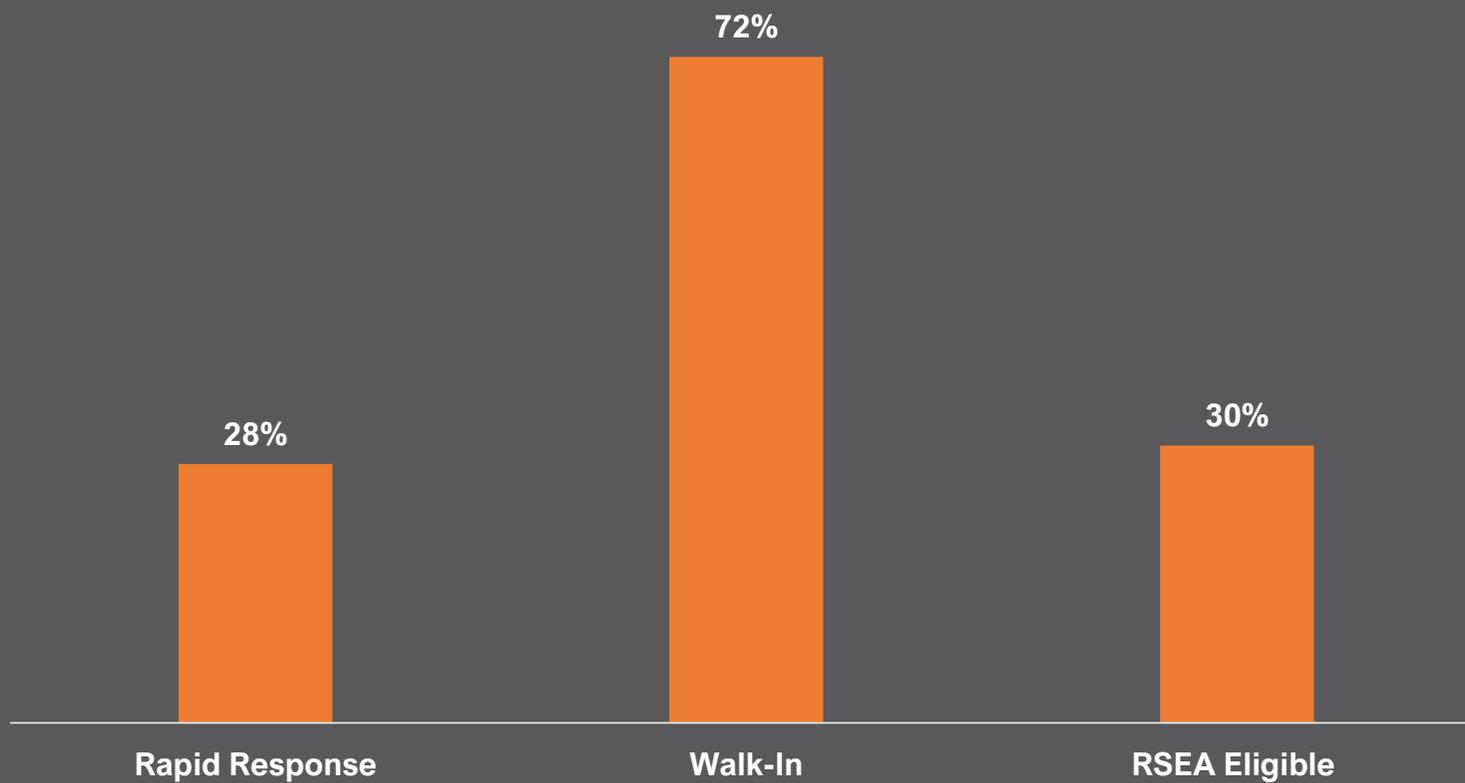


# PROGRAM PARTICIPATION BY DISINVESTED COMMUNITY IN ORANGE COUNTY



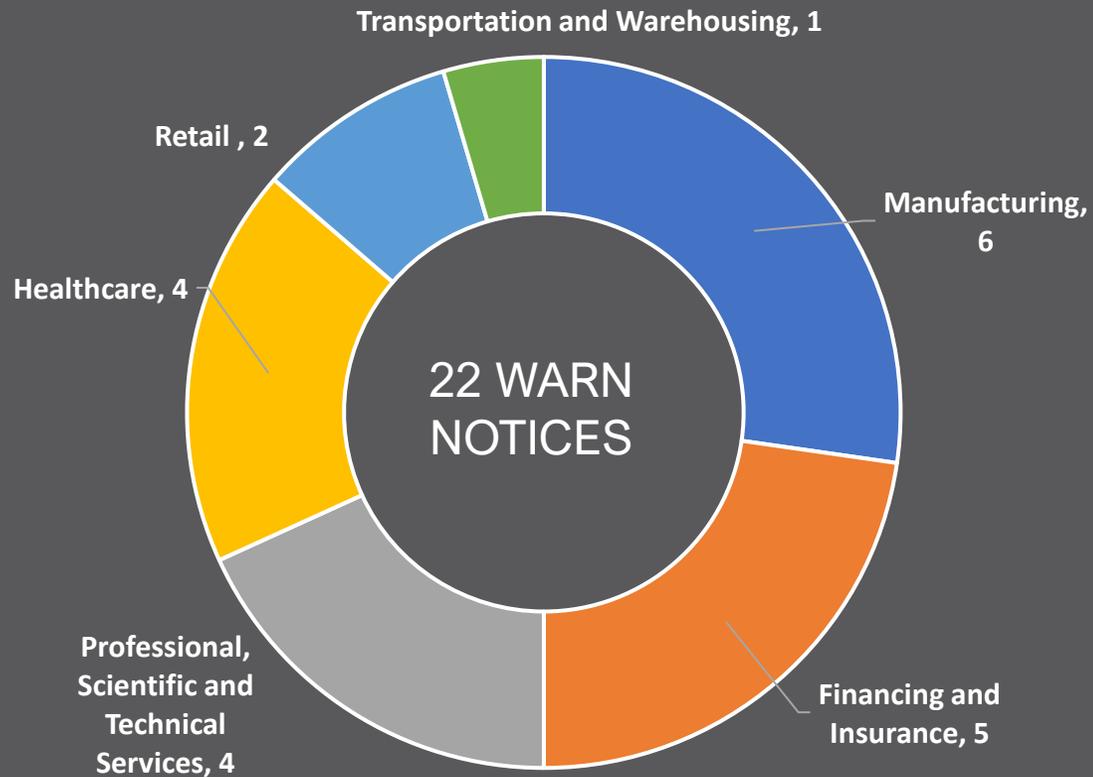
\*16 non disinvested communities with min 1 enrollment- max 3

# OUTREACH: PARTICIPANT SOURCES





# RAPID RESPONSES



- 815 Permanent Layoffs
- 73 Temporary Layoffs



# RAPID RESPONSES

Quarter	Date of Event	Organization	Industry	# Attended	# Applications Received
Q4 July -September 2022	21-Sep-22	Data Aire Inc	Manufacturing of refrigeration and heating equipment	49	47
	22-Sep-22	Elwyn	Human services nonprofit organization	12	7
	26-Sep-22	KIOXIA	Toshiba Memory is now KIOXIA	10	0
Q1 October – December 2022	11-Oct-22	Elwyn	Human services nonprofit organization	14	7
	1-Nov-22	Safran Cabin Galleys	Air management systems and cooling	23	2
	Nov 2, 2022	Teva Pharmaceuticals Virtual	Drug Production	18	0
	3-Nov-22	Teva Pharmaceuticals	Drug Production	13	8
	Nov 29, 2022	Safran Cabin Galleys	Air management systems and cooling	45	0
	21-Dec-22	Safran Technologies	Air management systems and cooling	19	5
		2 virtual sessions		3	0
<b>TOTAL</b>				<b>206</b>	<b>76</b>
				<b># Enrolled in program</b>	<b>28</b>

**37%**



# OUTREACH: KEY PARTNERSHIPS

KEY STAKEHOLDERS	MONITORING & EVALUATION OF PARTNERSHIP OUTCOMES.
WIOA Title 1	86% of participants enrolled in NDWG program are co-enrolled with WIOA Title 1. Leveraged 40 ITAs estimated at \$214,541 and \$7,242.00 in Supportive Services.
Employment Development Department (EDD)	Supported dislocated workers applying for UI benefits
One Stop Operator- America Works (AW)	72% of enrolled participants were referred by AW front desk and WIOA Title 1 partners.
OC Rapid Response Unit	Engaged 206 Dislocated Workers during Rapid Response events. 37% yield rate (enrolled/applications received).
OC Business Solutions Unit	Referred participants to job opportunities and OJT's. Bi-weekly partnership meetings held.
Veteran Employment Related Assistance Program (VEAP)	Served 2 military spouses referred from VEAP
Santa Ana Workforce Board (SAWB)	Referred 2 participants for co-enrollment at Santa Ana Workforce Board. Regional co-enrollment workflow implemented
Anaheim Workforce Board	Regional co-enrollment workflow implemented.
Department of Rehabilitation	Referred 3 participants to DOR for services.
The Senior Community Service Employment Program of Orange County (SCSEP-OC)	Referred older workers for services as needed.



## THE AVERAGE PARTICIPANT



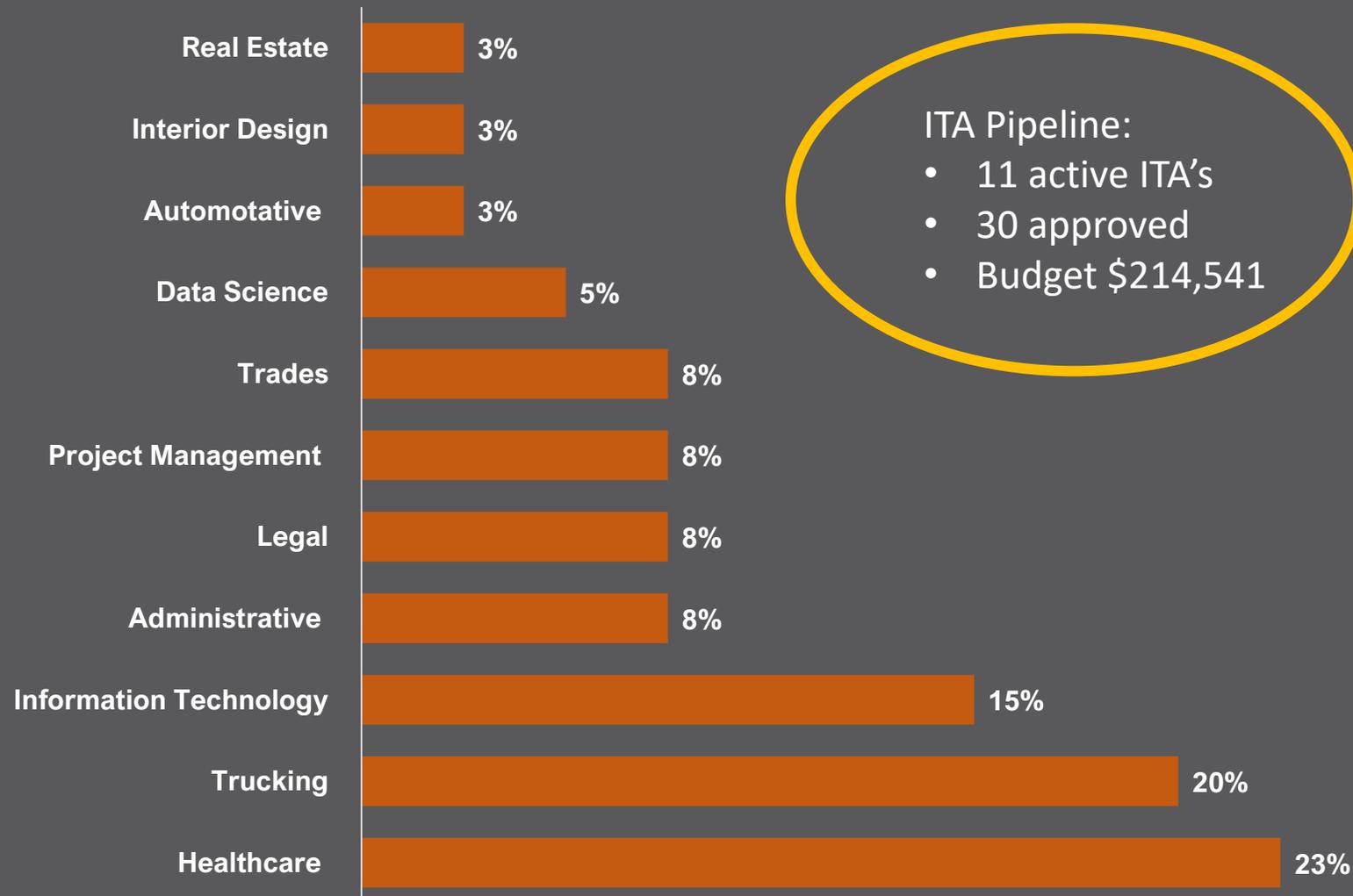
- Male or Female
- White or Latino
- 48 years of age with a family
- 1 or 2 years of post secondary education/ Bachelors and higher
- Basic skills deficient, ELL, cultural barriers
- Laid off: manufacturing, healthcare, finance & insurance workers
- Lives in a disinvested community
- Hourly rate before joining the program- \$16-\$25



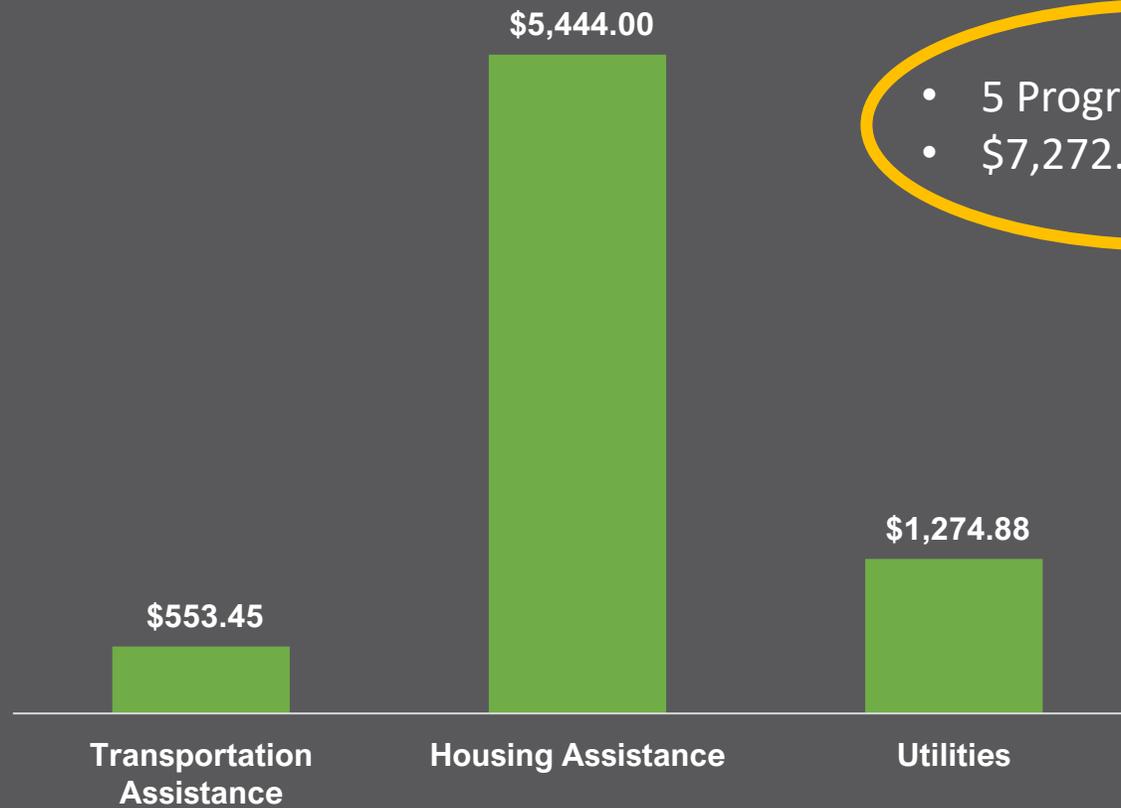
# DIRECT SERVICES: COMPREHENSIVE CASE MANAGEMENT



# LEVERAGED SERVICES: TRAINING SERVICES- ITA'S



# LEVERAGED SERVICES: SUPPORTIVE SERVICES



- 5 Program Participants
- \$7,272.33 paid



# PROGRAM RISKS

Risk /Category	Risk Event	Risk to Program	Mitigation plan	Risk Owner
<p><b>Insufficient Program Staff</b></p>	<p>In the Grant Proposal, 8 Case Managers were proposed to serve 600 participants over 2 years with comprehensive case management services.</p> <p>The County experienced inordinate delays in acquiring a case management team. Currently, 2 Case Managers are on the team.</p> <p>We anticipate the County will not acquire the necessary resources timely to execute this grant successfully.</p>	<p><b>High</b></p>	<p>Close the Program Management Unit, return the funds to Department of Labour, and initiate transition plan to Adult/DW Service Provider.</p>	<p>Anthony Rafeek</p>
<p><b>Delayed Program Schedule</b></p>	<p>The program started 12 months late. The grant was awarded on September 24, 2021, with implementation starting on September 12, 2022.</p> <p>The Program is unable to successfully implement program components within the time of the grant. An extension was not determined.</p>	<p><b>High</b></p>	<p>Focus program efforts on comprehensive case management services and co-enrollments into WIOA for continuity of services following program closure.</p>	<p>Anthony Rafeek</p>

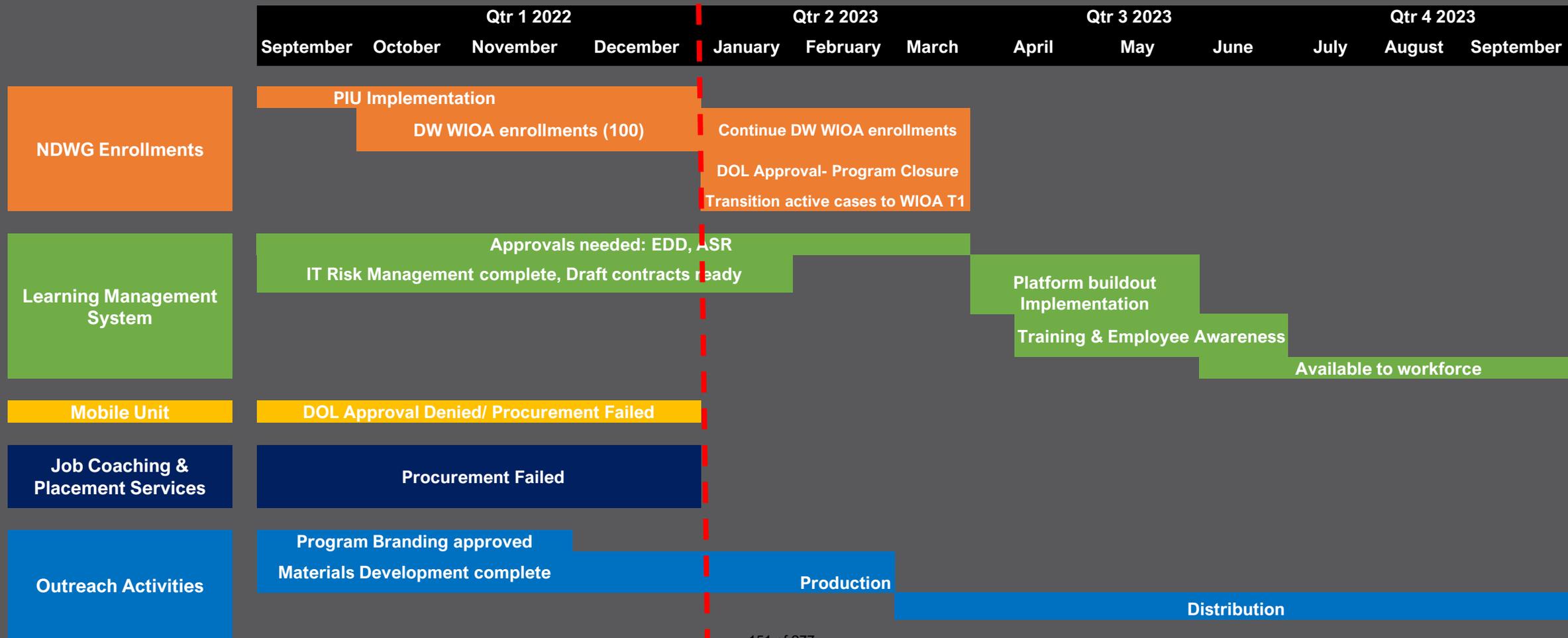
Risk Category	Risk Event	Risk to Program	Mitigation plan	Risk Owner
<b>Procurement: Mobile Unit</b>	<p>A vendor was identified through the bidding process launched in May 2022 for a Mobile One-Stop Unit. Supply chain delivery delays and backorders will significantly delay the timeline in which the vendor can complete Orange County's order. Acquisition of the mobile unit would not occur until July 2023 during the final project year. To this end, OCWDB was advised by the jurisdiction's FPO that grant funding could not be applied to purchase the vehicle. The program will experience a cost saving of \$350K budgeted for this line item.</p> <p>Another proposal was made for the procurement of the mobile unit on December 16, 2022 but we have not received an approval to date.</p>	<b>High</b>	<p>Cost reallocation of \$350,000.00</p> <p>Budget modification submitted to Department of Labor on December 16, 2022.</p> <p>Return funding.</p>	<p>Anthony Rafeek Francis Barton</p>
<b>Implementation: Virtual One-Stop/Learning Management System</b>	<p>A successful RFP process was launched in April 2022. FutureFit AI was identified as the vendor for the LMS. This software-as-a-service platform has an annual operating cost of \$245,000.00. Operating cost for one year will be expended in final year of program with additional years being leveraged through WIOA. The program has \$1million budgeted for this line item. Cost savings of \$755,000.</p>	<b>High</b>	<p>Cost reallocation of \$755,000.00</p> <p>Budget modification submitted to Department of Labor on December 16, 2022.</p> <p>Funding sources to be determined.</p>	<p>Francis Barton Anthony Rafeek</p>
<b>Procurement: Job Coaching &amp; Placement Services: Lee Hecht Harrison</b>	<p>The County of Orange launched the RFP for the procurement of Job Coaching and Placement services. The procurement was unsuccessful. \$250,000 was budgeted for this line item.</p> <p>We are unable to execute a contract for job placement services timely to benefits participants in the program</p>	<b>High</b>	<p>Cost reallocation \$250,000.00</p> <p>Budget modification submitted to Department of Labor on December 16, 2022.</p> <p>Return Funding</p>	<p>Francis Barton Anthony Rafeek</p>

Risk Category	Risk Event	Risk to Program	Mitigation plan	Risk Owner
<b>Goal achievement</b>	High risk that the program is unable to achieve its goals with a constrained schedule and limited resources.	<b>High</b>	Close the Program Management Unit, return the funds to Department of Labour, and initiate transition plan to Adult/DW Service Provider.	Carma Lacy Francis Barton Anthony Rafeek
<b>Anticipated increase in Layoff</b>	<p>There has been an increase in layoffs in California evidenced by the number of rapid response sessions. Primary industries are aerospace manufacturing, pharmaceuticals, loan and mortgage industries.</p> <p>The Program successfully attended 11 Rapid Response Sessions and engaged with 206 dislocated workers. We received 76 applications.</p>	<b>Low</b>	<p>Continue to partner with Rapid Response Unit and co-enroll into WIOA.</p> <p>Refer directly to WIOA post program closure.</p>	Anthony Rafeek
<b>Regional Partnership</b>	<p>OC CORE partnered with Santa Ana and Anaheim Workforce boards. A partnership workflow was developed and implemented among the 3 workforce boards.</p> <p>The partnership allowed for availability of Supportive Services which is limited at Santa Ana and Anaheim Workforce Boards.</p>	<b>Low</b>	Continuous engagement with Regional Partners through the regional coordinator to ensure that we deliver services as a region.	Anthony Rafeek Annette Whittle



# PROGRAM ROADMAP

PROGRAM START MONTH **September 2022**





Thank you!

OMB Control Number: 1205-0448  
 ETA-9179  
 Expiration Date: 12/31/2022

### Joint Quarterly Narrative Performance Report Template

\* Report Due Date: Forty-five (45) days after the end of each quarter

**DOL GRANT PROGRAM NAME:** National Dislocated Worker Grants

**Program Year:** Year 1- FY21/22

**Quarter End Date:** 12/31/2022

**Date Report Submitted:** \_\_\_\_\_

The information provided in this quarterly narrative progress report will be used to help the Employment and Training Administration (ETA) monitor the progress of the grant and identify promising practices and challenges of the grantee in implementing the grant. The information collected here provides a more comprehensive assessment of the progress of grantees in meeting expected milestones, performance indicators, and program requirements. It also provides additional qualitative information to ETA regarding the activities of grantees as it relates to WIOA implementation or implementation of other discretionary grant programs, timeliness of program deliverables, technical assistance needs, innovative or promising practices in the field, and the use of evaluation for program accountability, assessment, and improvement.

Additionally, please note that, per the Uniform Guidance (2 CFR 200.328), grantees must inform DOL as soon as the following types of conditions become known and should not wait for a quarterly report deadline:

**(1)** Problems, delays, or adverse conditions which will materially impair the ability to meet the objective of the Federal award. This disclosure must include a statement of the action taken, or contemplated, and any assistance needed to resolve the situation.

**(2)** Favorable developments which enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned.

#### Section I. Contact Information.

DOL Grant FOA (optional):	CAREER DISLOCATED WORKER GRANTS
Grant Number:	DW-37015-21-60-A-6
Grant Recipient Name:	County of Orange
Grant Project Name:	ORANGE COUNTY CAREERS PROGRAM

## Section II. Summary of Grant Progress.

A. This section is an executive summary of grant activities, including planned and actual progress. Grant activities should be aligned with the goals and objectives outlined in your grant Statement of Work (SOW) and ETA approved work plan/timeline. For the current quarter, please include a description of all:

- services supported by the grant;
- key activities completed, including partnership development and coordination;
- performance improvement efforts being undertaken to meet goals for the performance year if projected goals for the quarter are not currently being met; and
- additional activities performed by both the grantee and any sub-grantees, if applicable.

B. This update may include additional information about service and training activities and outcomes to supplement the data submitted on the Quarterly Performance Report.

C. In accordance with the funding opportunity under which the grant was awarded, grantees that are providing supportive services and specialized participant services, should include:

- a description of the type(s) of services offered in the quarter,
- how they were delivered, and
- how they contributed to a participant's ability to fully participate in grant-funded activities.

D. Those grantees who have no changes to report on the above items relative to previous reports should indicate so, in addition to indicating the reason for their lack of changes.

E. Additionally, for Senior Community Service Employment Program (SCSEP) grantees, please provide information on the current quarter regarding:

- additional training activities outside of community service assignments; and
- types of host agencies that are being recruited.

The OCWDB NDWG recorded progress as follows:

### 1. Enrollments:

- a. Total Program Enrollments as at 12/31/2022: 100 participants
- b. Total enrolled into the program as at 1/25/2023: 109 participants
- c. Co-enrolled into WIOA: 92 participants

### 2. ITA's (leveraged)

- a. 10 active ITA's. 30 ITA's approved pending start dates

### 3. Supportive Services (leveraged)

- a. 5 participants received supportive services

### 4. Regional Collaboration:

- a. The Program established a co-enrollment & co-case management process with Santa Ana Workforce Board and Anaheim Workforce Board. These relationships will allow for regional collaboration in providing seamless and expanded services to dislocated workers throughout the County.

- b. Online Regional One-Stop Center -Learning Management System
- IT Risk Management reviews completed and Contract reviews completed.
5. Rapid Response Unit collaboration:
- a. The PMU attended 11 rapid response sessions and engaged with more than 206 dislocated workers. 38% of applications received are enrolled into the program.
6. Key Stakeholder Engagements completed, and relationships established which refer individuals to the NDWG program. Stakeholder consultations ongoing as program develops.
- a. WIOA Title 1 Service Provider
- b. Employment Development Department
- c. Operator of the AJCC- America Works
- d. Veteran Networks to support Veteran Spouses:
- VEAP, Ternary Center, Working Wardrobes, National Guard, USARC
- e. Senior Employment Program (CSEP) for older workers
- f. Department of Rehabilitation (DOR)
7. Branding- OCWDB approved at its' Full Board Meeting on November 16, 2022, the following:
- a. Localized name for the grant: "Orange County Career Opportunities for Re-Employment (OC CORE)".
- b. Program logo:
- 
- c. Outreach:
- Materials were finalized for production in 3 languages: Flyers, informational brochures, folders, business cards.
  - Program webpage was developed- housed on the OC Workforce Solutions Center main page.

**8. Risk Analysis:**

Risk level is high for the program. Key program risks identified:

- a. Insufficient program staff to execute the grant
- b. A 12-month delayed program schedule. Short timelines and aggressive milestones
- c. Procurement of mobile unit not approved
- d. Implementation of Virtual Management system delayed
- e. Procurement executed for Job placement services unsuccessful

**Section III. Progress of Grant Timeline.**

A. Provide any updates for the progress of the ETA approved grant timeline/work plan, including program activities, key deliverables and products available this quarter and in future quarters for broad dissemination to the workforce system, if applicable. This includes identifying products and deliverables available for broad distribution via ETA-hosted web sites and other communication vehicles.

B. Utilize the timeline in the grant's SOW to identify all major program activities and training for the reporting quarter. The timeline will paint a picture of project flow that includes start and end dates, schedule of activities, and projected outcomes. It is important that the timeline be updated each quarter noting the actual date of each activity's completion as accomplished.

C. The following items will be assessed during the progress of the grant: project goals, benchmarks, milestones, special events, important deadlines, and deliverables.

D. Include any challenges or concerns the project has encountered that may have affected or slowed grant progress of the timeline/work plan and how the project intends to resolve them.

E. Describe the next steps or key areas of emphases planned for the project in the next quarter.

F. Also use this section to collect additional information that details the status of capacity building activities and/or the development of deliverables occurring under the grant (if applicable), highlighting those that have been completed, and assessing how well the capacity building strategies of the program are meeting the training needs of the targeted industries through previously identified impact measures. Grantees who have nothing to report should indicate so.

**Goals:**

For the period under review, the following goals were planned:

1. Enroll 90 dislocated workers into the program and 75% of participants co-enrolled into WIOA Title 1
2. Complete the development of the program outreach materials.
3. Train the case management team

**1. Comprehensive Case Management Services**

The program forecasted a goal of 100 enrollments by December 31, 2022. The goal was achieved when 90 new dislocated workers were enrolled into the program between October 1 to December 31, 2022. 85% of enrolled participant are co-enrolled into WIOA.

**2. Outreach Materials**

The Program completed the layout and design of its branding and outreach materials which included flyers, brochures and folders, a web page and business cards ready for production.

**3. Training**

A series of trainings were completed with the program team. These trainings included local policies, case management, eligibility, enrollment, co-enrollment, ITA's, Object Assessments and IEP's.

**4. Virtual One-Stop/Learning Management System**

The County completed its IT risk review and have contracts ready. The County now needs to seek the necessary approvals before moving into executing a contract with the vendor.

**5. Risk Analysis:**

- a) The grant does not have sufficient staffing to execute the program activities. The grant was approved for 8 case managers; however, the County continues to face challenges in acquiring these resources. Multiple strategies were attempted but were unsuccessful. The limited size of the program team impacted our ability to reach the program enrollment goals.
- b) The second challenge is the limited and aggressive timeframe to execute the grant. With a 12-month late start, the program is expected to enroll 60 individuals monthly, at minimum, to succeed. We believe this is unachievable with limited resources.
- c) We have not received approval to date for the procurement of the mobile unit based on our proposal submitted December 16, 2022.
- d) The implementation of the Virtual One Stop is delayed pending determination of funding sources.
- e) We are unable to execute a contract for job placement services timely to benefits participants in the program

#### **Section IV. Development and Implementation of Effective Practices and Program Model Strategies.**

A. Describe how your program model is working towards/has realized the program's intended purpose as well as the goals/objectives and activities outlined in your grant application and work plan. Examples may include developing and implementing an outreach campaign, designing education and training programs, identifying industry sectors and engaging employers, aligning policies and programs, measuring systems change and performance, developing new or enhancing existing curriculum or industry training, and creating new career assistance tools and resources.

B. Grantees may also describe any lessons learned and how those lessons learned will be integrated into ongoing grant activities.

C. Those grantees who have no progress to report on the above items should indicate so.

#### **Outreach:**

The program used a pro-active outreach strategy in both participant outreach and partnership engagements. Through our partnership with the Rapid Response Unit, we engaged with 206 dislocated workers at 11 rapid response sessions. We converted 38% of the applications received from rapid response into program enrollments. We partnered with the WIOA Title 1 Service provider and contacted RSEA eligible individuals. 30% of our participants were RSEA eligible.

Through our engagements with rapid response unit, we engaged with large numbers of Latino and Vietnamese populations and learned that these populations faced significant cultural barriers, needed ESL, and were basic skills deficient. Earnings ranged between \$18-\$22 and were with the same company for more than 10 years. We recognized the need to partner with WIOA Title 2 to explore opportunities for these workers. Many of these workers were older than 45 and their primary focus was quick re-employment. In our case management we experienced that many were apprehensive to training and ESL and gravitated to jobs with their native tongue in the hospitality industry.

72% of enrolled participants were referrals from the Front desk staff of the AJCC. The Program trained the front desk staff on how to identify eligible individuals. A direct referral to the case manager of the day where in-depth evaluation was conducted. We continued with regular check-ins with the team.

#### **Comprehensive Case Management**

86% of enrolled participants are co-enrolled into WIOA. This practice allowed the program to leverage \$7,252.33 in supportive services, and 40 ITA's estimated at \$214,541. It also allowed us to provide on-going cooperative comprehensive case management. Monthly cooperative case management meetings were facilitated with all our partners to move participants through the case management process.

#### **Re-Employment**

Since it was the last quarter of 2022, many participants opted to start their job search in January 2023. As seen in slide 9, case managers spent most of their time evaluating individuals for the program, preparing objective assessments and IEPs. Many participants used this time getting job ready. During this period, the program team started collaboration with Business Services Unit.

### **Section V. Status Update on Match and/or Leveraged Resources** *(if applicable)*.

Please use this section of the narrative to provide an update on the status of all match and/or leveraged resources.

A. Identify any funding needs and sources, and report the cumulative amount of any match and/or leveraged resources provided by the grantee and partners each quarter. Match resources are required resources, from non-Federal funds, that support the allowable grant activities. Only grants with a match requirement should report on match. Leveraged resources are those additional resources the grantee and its partners may be providing to support the implementation of the grants. Leveraged resources may take the form of cash or in-kind donations. Please indicate any new leveraged resources that may be used to sustain the project after the life of the grant, if applicable.

B. The update may include:

- organizations that contributed the resources;
- ways in which the resources were used during the current quarter;
- cumulative amount of match and/or leveraged resources; and
- type of match and/or leveraged resources contributed to the project.

C. Grantees should indicate if they have no required match or additional leveraged resources on which to report. Please note that both match and leveraged resources must also be reported on the Financial Status Report (ETA-9130) quarterly, if applicable.

The program leveraged \$7,272.33 in Supportive Services and 40 ITA's estimated at \$214,541.

5 participants used supportive services. The largest spend represented housing assistance. Other supportive services covered utilities and transportation assistance.

10 participants are in active ITA's with an additional 30 participants approved with future start dates. We recognize that our case management teams are channeling individuals into the County's growth sectors of Healthcare, IT, Manufacturing and Hospitality. 23% of the approved ITAs are in healthcare, 20% in trucking, and 15% in IT.

### **Section VI. Status Update on Strategic Partnership Activities** *(if applicable)*.

The purpose of this section is to describe how the partnership is working together to implement the project and to communicate the dynamic growth and development of the strategic partnership, including cross-agency partnerships. This section is not intended to be a list of every partner meeting or communication, but rather should reflect the results and outcomes from such interactions and their impact on the project. Completing this section of the report allows grantees to reflect critically on their partnerships and contributes to broader discussions among grantees on partnership development and management.

A. Report the critical aspects of the grant partnership activities, including establishing and maintaining strategic partnerships, during the reporting period.

B. This section may:

- discuss how partners have been engaged during the current phase of the project;
- outline specific roles and contributions of each partner during this quarter;
- identify any challenges encountered/resolved in the development and management of the partnership; and

- report new partners that may have been brought into the project or identify any previous partners that may have left the project. Grantees who have nothing to report should indicate so.

The success of the program depends on relationships with our partners to leverage resources and cross referral of participants. We continued to engage with all our partners regularly. Key partnerships achievements during this period included:

1. Implemented the workflow between Santa Ana WFB and Anaheim WFB.  
We recognized the limited resources available to WIOA participants in Santa Ana Workforce Area and the Anaheim Workforce Area. We successfully completed our workflow and started referring participants among the workforce boards.
2. Coordinated with the UI department- this partnership benefited our participants in applying for UI benefits to be eligible for our program.
3. Continued to strengthen our partnership with WIOA Title One Service provider. 86% of our participants were co-enrolled. This continued engagement ensured that participants were co-enrolled timely and services were provided.

The program participated in capacity building activities through monthly partner meetings. These meetings addressed community needs as they pertain to outreach, training and development, employer engagement, policy alignment and other aspects of workforce development as identified.

## **Section VII. Status Update on Employer Engagement Strategies.**

A key element of the Workforce Innovation and Opportunity Act and affiliated workforce programs is to strengthen employer engagement in the workforce system and to ensure employers have an active role in workforce system activities. The purpose of this section is to share information related to promising practices and strategies that have strengthened existing employer partnerships.

A. Report the efforts that have been undertaken to receive feedback from local area employers to identify their employee pipeline needs and engage local employers to interview, assess, train, and/or hire program participants. Examples may include:

- increased employer involvement including employers serving as mentors,
- program staff and employers identifying ways to encourage continuous improvement to hire program participants;
- new employer partnerships (e.g., increased number of employers); and
- positive employment outcomes for program participants (e.g., employers support the hiring and advancement of program participants).

The program started bi-weekly meetings with the Orange County Business Solutions unit. Through these conversations we reviewed participants eligibility for OJT's and job opportunities posted by the Business Solutions Unit.

### **Section VIII. Key Issues and Technical Assistance Needs.**

A. Summarize significant opportunities, issues, or challenges (such as under-enrollment) encountered during the quarter and any resolution of issues and challenges identified in previous quarters. Furthermore, describe actions taken or plans to address issues,

B. Describe questions you have for ETA, as well any technical assistance needs.

C. Additionally, for SCSEP grantees, this section should include information on recruitment of eligible applicants, meeting the most in need goal, and over/under enrollment challenges.

D. Grantees who have nothing to report should indicate so.

Orange County continued to encounter key issues throughout the planning phase of the grant activities. Challenges in procurement of good and services along with delayed staffing recruitments have impacted orange County's ability to implement programs and activities. The County of Orange has decided to close the program and return the funding to the Department of Labor. The County is currently coordinating these activities with the Department of Labor.

### **Section IX. Significant Activities, Accomplishments, and Success Stories.**

This section is intended to provide additional, more in-depth information than the summary section about promising approaches, new processes, and/or lessons learned.

A. Report on any other significant activities and accomplishments.

B. Describe in detail promising approaches, innovative processes, lessons learned, and grant- and participant-level success stories in this section each quarter, as appropriate.

C. Additionally, if appropriate, please highlight one or two grant- or participant-level "success stories" from the grant per quarter, with the participant's express permission (if providing a participant success story).

- In documenting success stories, please describe:
  - background, problem, issue, or concern prior to project involvement;
  - response or intervention provided by the project;
  - results and outcomes, including who benefited and what changed or improved; and
  - evidence of the success, including how the data was obtained and the methods used to measure success.

D. Grantees can also include promising practices and success stories as additional documents for upload.

E. Grantees who have nothing to report should indicate so.

Key successes of the program include:

**1. Enrollment and co-enrollment-**

Considering this was a new program, 109 enrollments ramped up very quickly with 86% co-enrollments into WIOA facilitated.

**2. Leveraged Resources**

65% of participants sought training in Orange County's growth sectors. This is reflective of the quality of cooperative comprehensive case management.

**3. Disinvested Communities**

47% of the participants enrolled in the program are from disinvested communities reflective of the effectiveness of our outreach efforts. Disinvested communities is a focus of the grant.

**4. Partnership Effectiveness**

72% of our enrollments were from partnerships referrals.

The program connected effectively with key partners early which allowed the program to leverage supportive services, ITA's, services for an older workforce, individuals with disabling conditions, among many other resources.

**5. Outreach**

38% conversion rate on applications received from Rapid Response. The program used a pro-active model in reaching dislocated workers by partnering with Rapid Response Unit. The program also pro-actively contacted individuals eligible for RSEA via telephone.

**Section X. Evidence and Evaluation.**

This section is intended to provide information to DOL on how evidence and evaluations are being developed and applied. This information may help DOL to plan for future evaluation needs.

A. Describe how the grantee is using or planning to use data, evidence, and evaluation findings to make improvements to programs and strategies? In this explanation, please include a discussion on accomplishments, strategies being implemented, and any barriers to success.

B. Please provide an update on participation and status of any evaluations required as part of the funding announcement or award. Please include any requests for technical assistance related to these requirements.

C. Please include information if the grantee is participating in any studies or evaluations not required as part of the grant award, including any internal evaluations? Please describe the study, any data sources, and whether a third party is managing this project.

D. As part of the evaluations described above, or as a separate stand-alone data analysis project, is the grant using, or does it have plans or a desire to use, administrative data to better understand the grant program or the population it serves? If so, what data sources has the grant been able to use or planned/desired to use? If so, what research or management questions do/can these data help the grant answer?

The program enrolled 100 individuals with a 50/50 male to female ratio as of December 31, 2022. 37% of the participants in the program are over the age 55 indicative that we are serving an older

population. Our partnership with the SCSEP program allowed us to make referrals for individuals who were long term unemployed.

40% of participants are Hispanic, 39% white, 19% Asian and 2% African American. Generally, this is representative of the ethnic composition of Orange County.

Almost 40% of our participants are basic skills deficient. These are line workers and mostly from our Vietnamese and Latino populations we engaged at rapid response sessions. These populations face multiple cultural barriers and are English language learners. They have extensive work experience but no certifications. Through individual counseling, we learned that they are apprehensive to training and ESL programs even though they are counselled on how disadvantageous it is to them.

Disinvested communities are a focus of this program. 47% of the participants enrolled are from disinvested communities, with most of our participants from the Garden Grove Area and Buena Park. 53% of our participants are low income, 12% benefit from public assistance and at least one participant benefitted from SSI.

We continue to see a highly educated workforce touching our workforce system. At least 46% of the participants enrolled in the program have an Associate's Degree or higher. 10 participants did not have a high school diploma.

Since the participants are within their first 3 months of case management toward the end of the 2022, the case management team expended most of their time doing initial assessments and preparing employment plans. We expect to see individuals focused more on job searches in 2023.

65% of our participants are seeking training in the County's growth sectors. We are experiencing many individuals laid off from the Mortgage industry and are pivoting their careers to field like medical billing and coding and project management. We also see an increase in the ITA's for the trucking because of the labor shortage in this industry.

## **Section XI. Additional Information** *(if applicable).*

A. Provide other grant-specific information considered to be important yet not captured in other sections of the quarterly narrative report. For example, the specific outcomes included in the SOW that are not reflected in the quarterly performance report.

B. Additionally, for SCSEP grantees, this section should include information on the:

- status of the activities described in their training and supportive services waiver request,
- progression on special projects, and
- status of any complaints/grievances.

C. H-1B grantees are asked to report any outcomes in this section that may or may not be reflective of outcomes that are reflected in the Quarterly Performance Report form.

Orange County has no additional information to report on for the reporting period of October 1, 2022, to December 31, 2022.

#### Paperwork Reduction Act Disclosure Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The control number for this collection is 1205-0448. Public reporting burden for this collection of information, which is required to obtain or retain benefits, is estimated to average 10 hours per quarterly response, including time for reviewing instructions, gathering and maintaining the data needed, and completing and reviewing the Quarterly Narrative Report. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Jenn Smith, Office of Workforce Investment, Room N-4508, Employment and Training Administration, U.S. Department of Labor, 200 Constitution Avenue NW, Washington, DC 20210.

Note: Please do not return the completed ETA-9179 to this address.



# Customer and Co-located Partner Feedback Quarter 2: October to December 2022

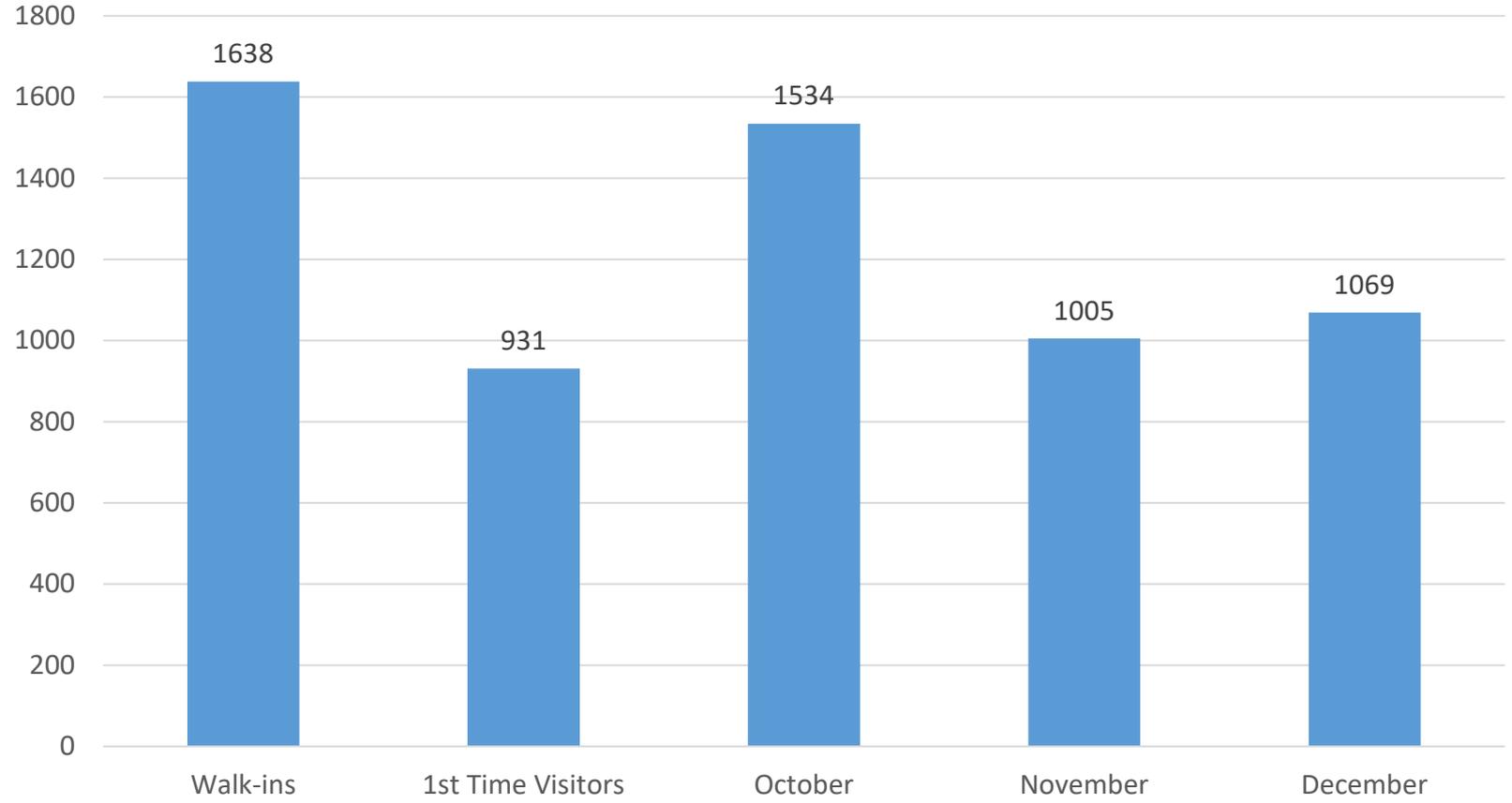




Source: VOS Greeter

**3,608 Total visitors**

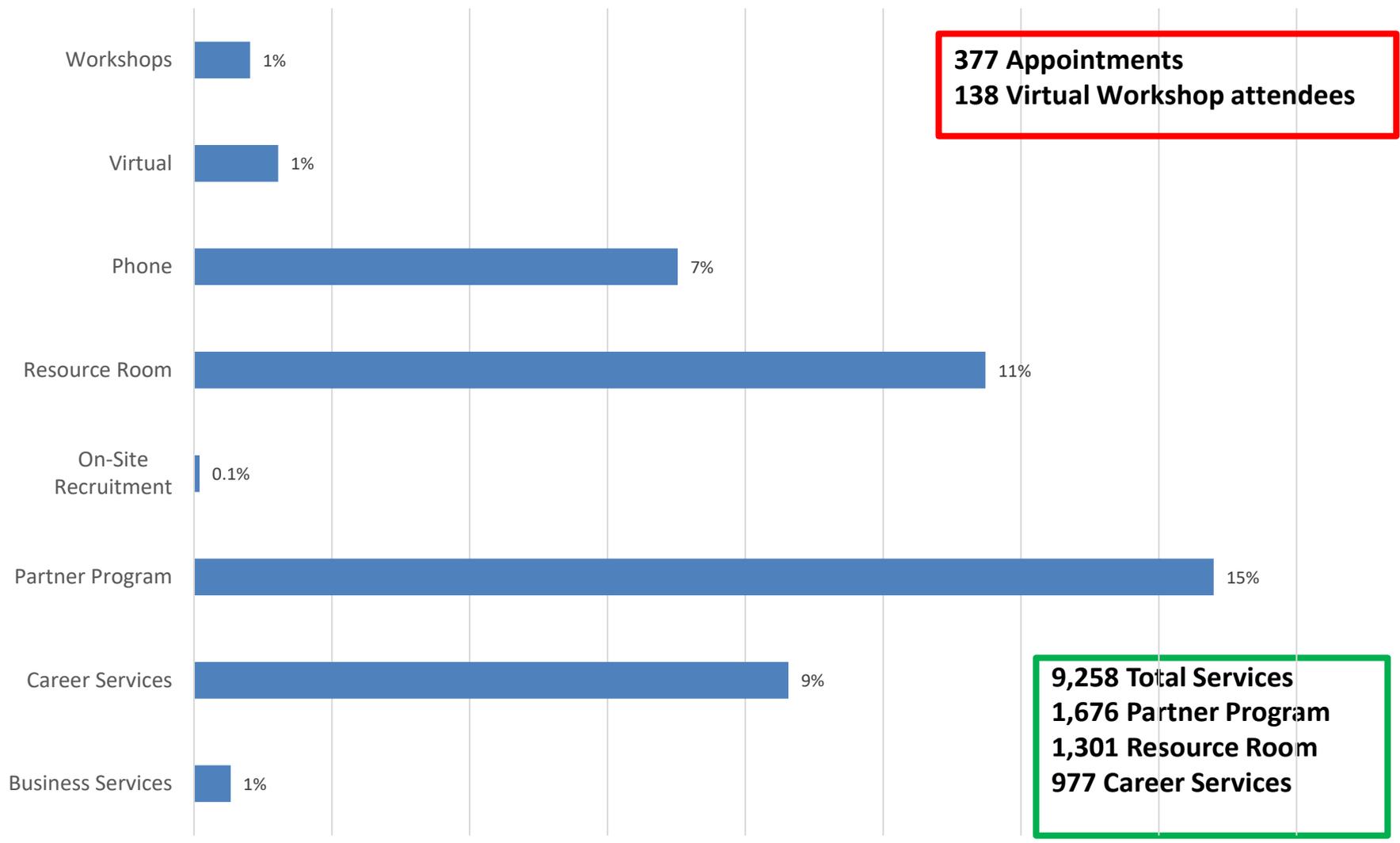
## Workforce Solutions Center Visitors





# OC Workforce Solutions: Services

Source: VOS Greeter

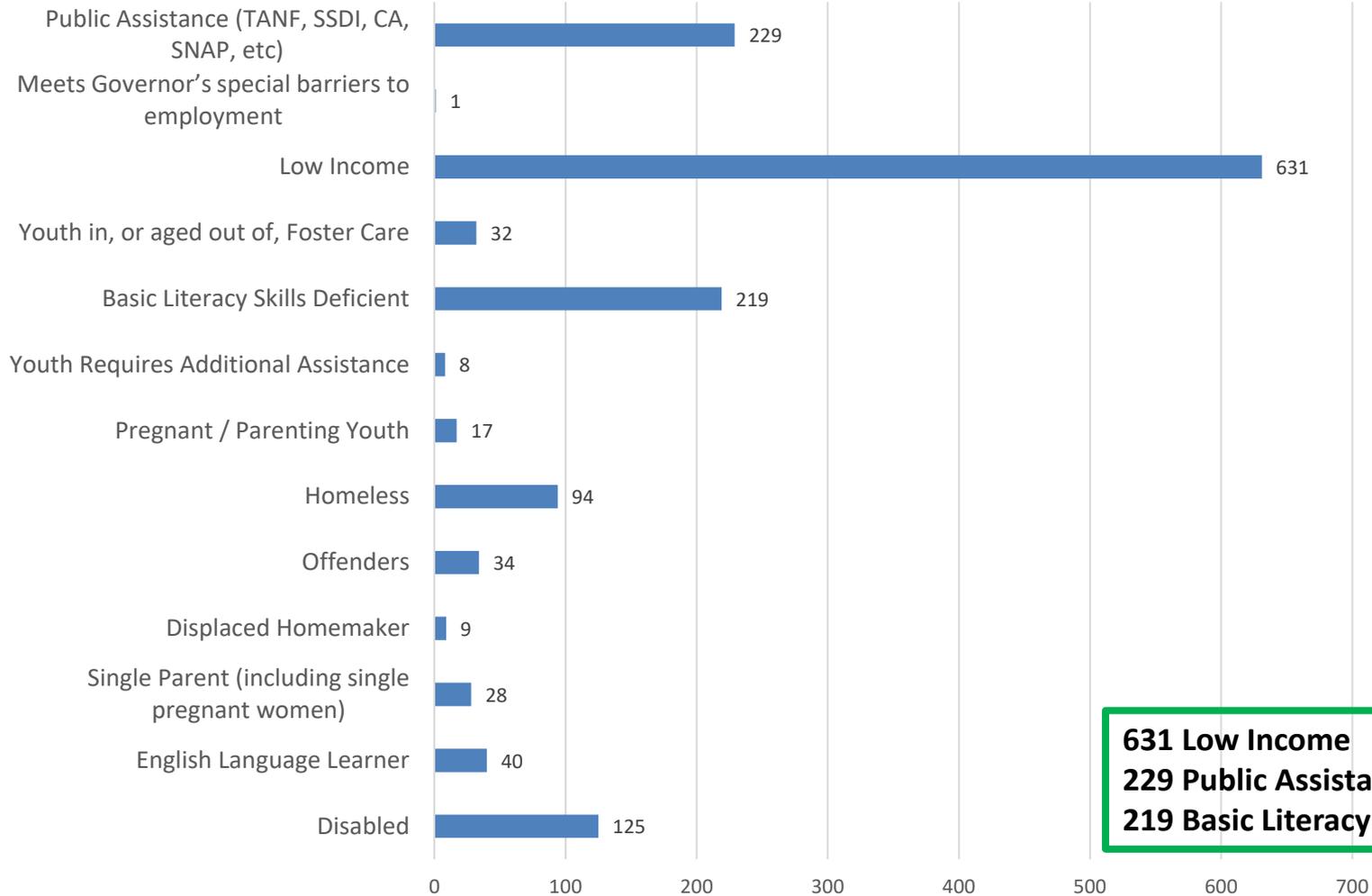




# WIOA Participant Summary- Barriers: Adult, Dislocated Workers, Youths

Source: Caljobs Participant Summary Reports

**799 WIOA enrolled clients served identified by barriers**



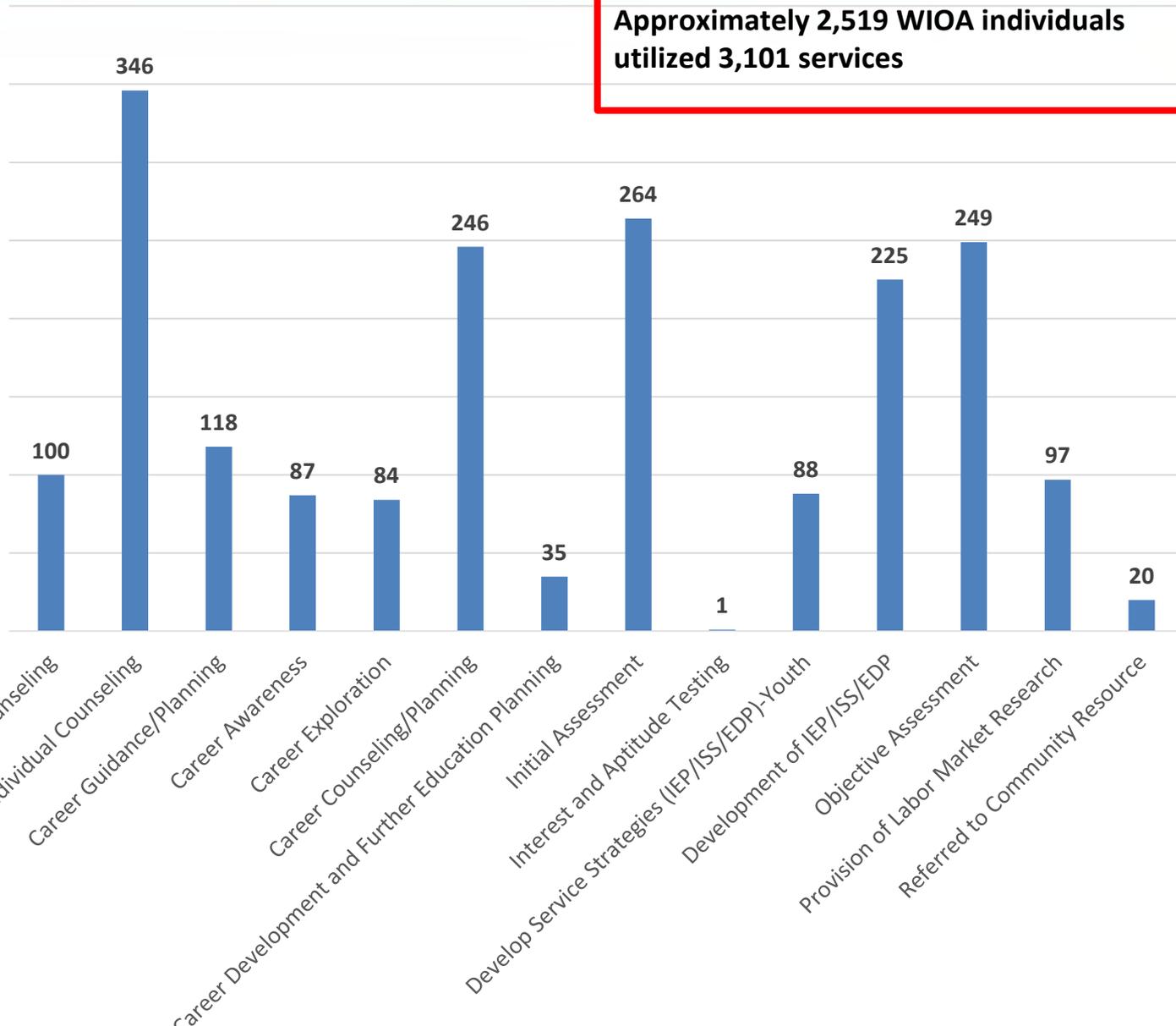
**631 Low Income  
229 Public Assistance  
219 Basic Literacy Skill Deficient**



# WIOA Participant Summary- Services Utilized: Adult, Dislocated Workers, Youths

Source: CalJOBS  
Services Provided  
Individual: Summary  
Reports

**Approximately 2,519 WIOA individuals  
utilized 3,101 services**





# Customer Feedback

## Quarter 2: October to December 2022

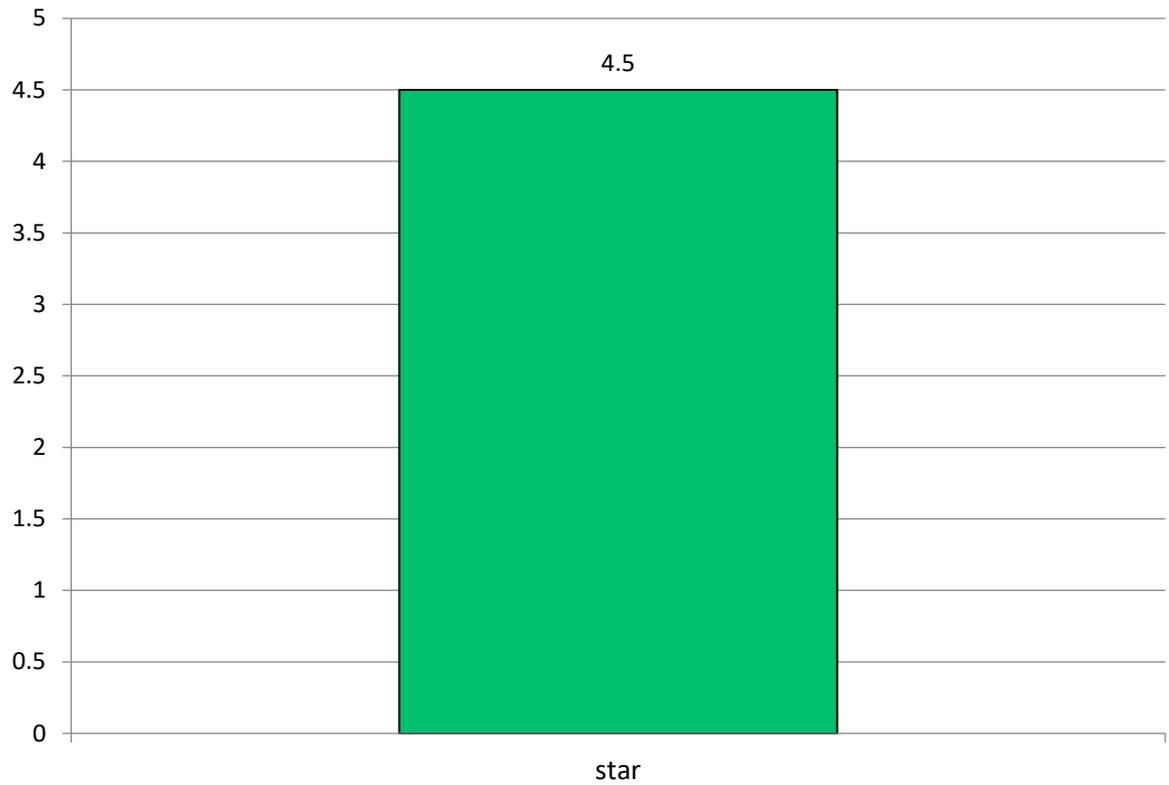




# Customer Overall Satisfaction Rate

4.5 

Overall, how would you rate your experience with the Workforce Solutions Center?

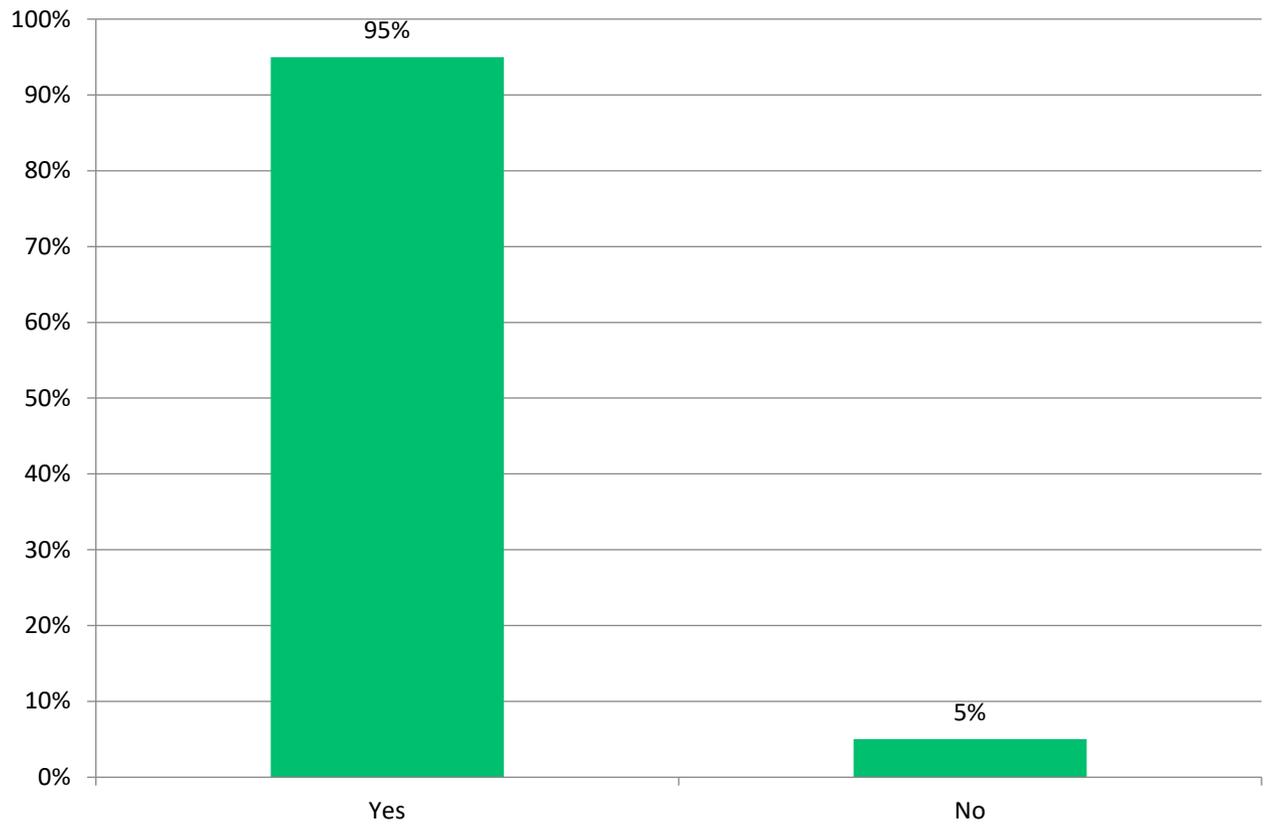


**Outcome: 90%**  
**895 Surveys Distributed**  
**355 Responses**  
**41% Response Rate**



# How likely is it that you would recommend OC Workforce Solutions to a friend or business colleague? Items #15B

## Would you recommend the Workforce Solutions Center to a friend or colleague?



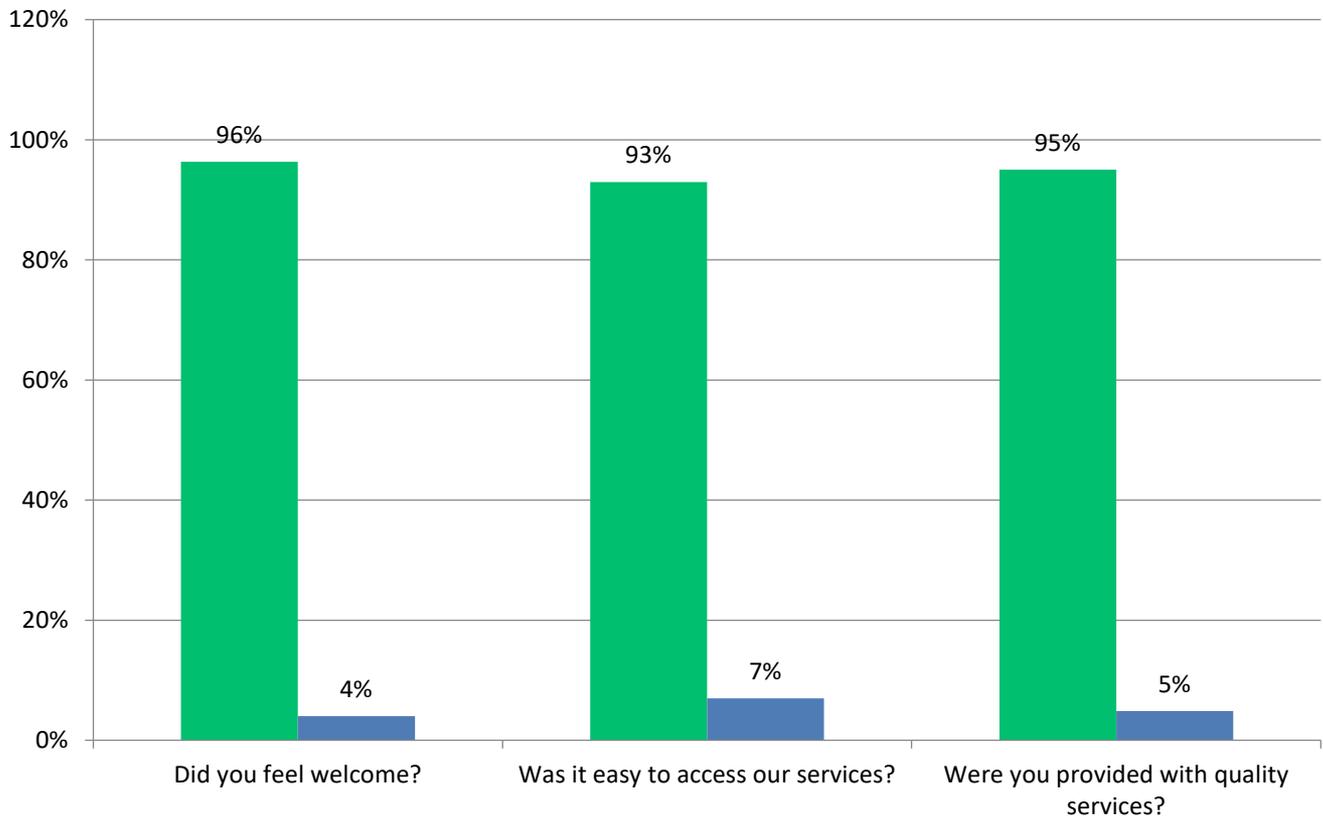
**95% Yes**  
**895 Surveys Distributed**  
**355 Responses**  
**41% Response Rate**



# Customer Experience: Ease of Use & Welcomed

Items #15B

**95% Overall satisfaction**  
**895 Surveys Distributed**  
**355 Responses**  
**41% Response Rate**

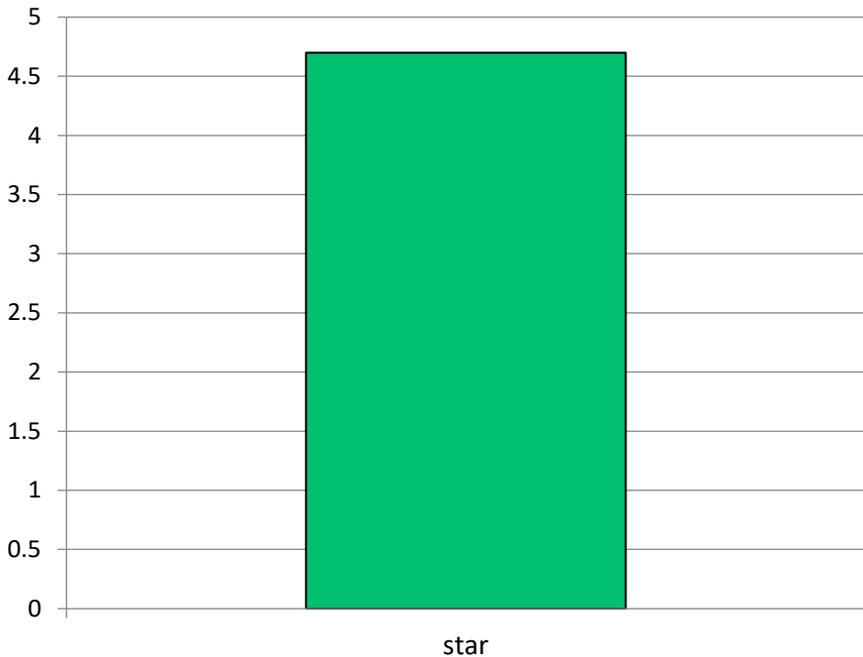


■ yes  
■ no

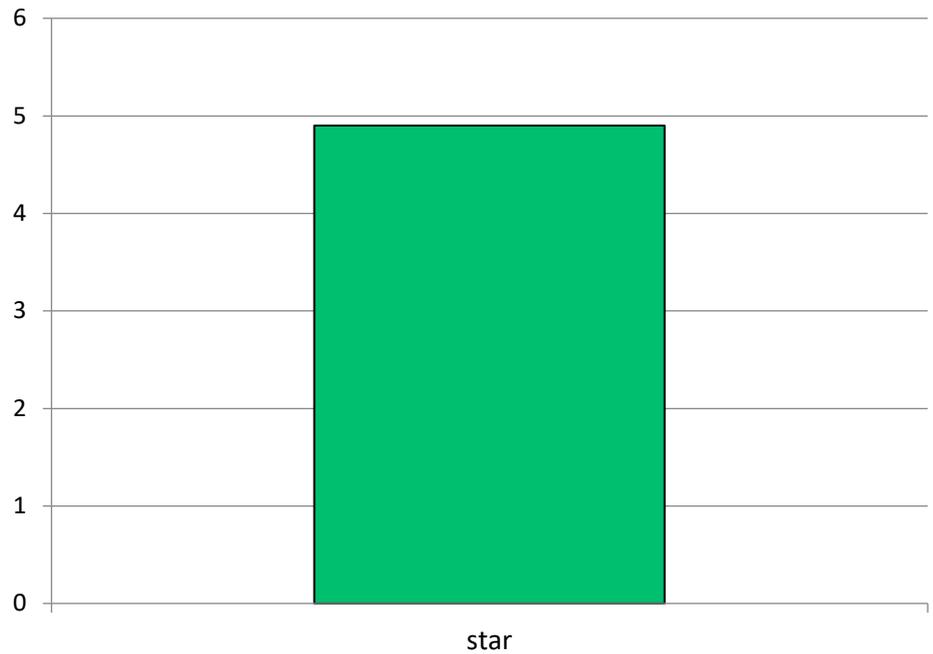


# Survey Results : Training and Workshops

Overall, how would you rate this training/workshop experience?



Overall, how would you rate the quality of the teaching?



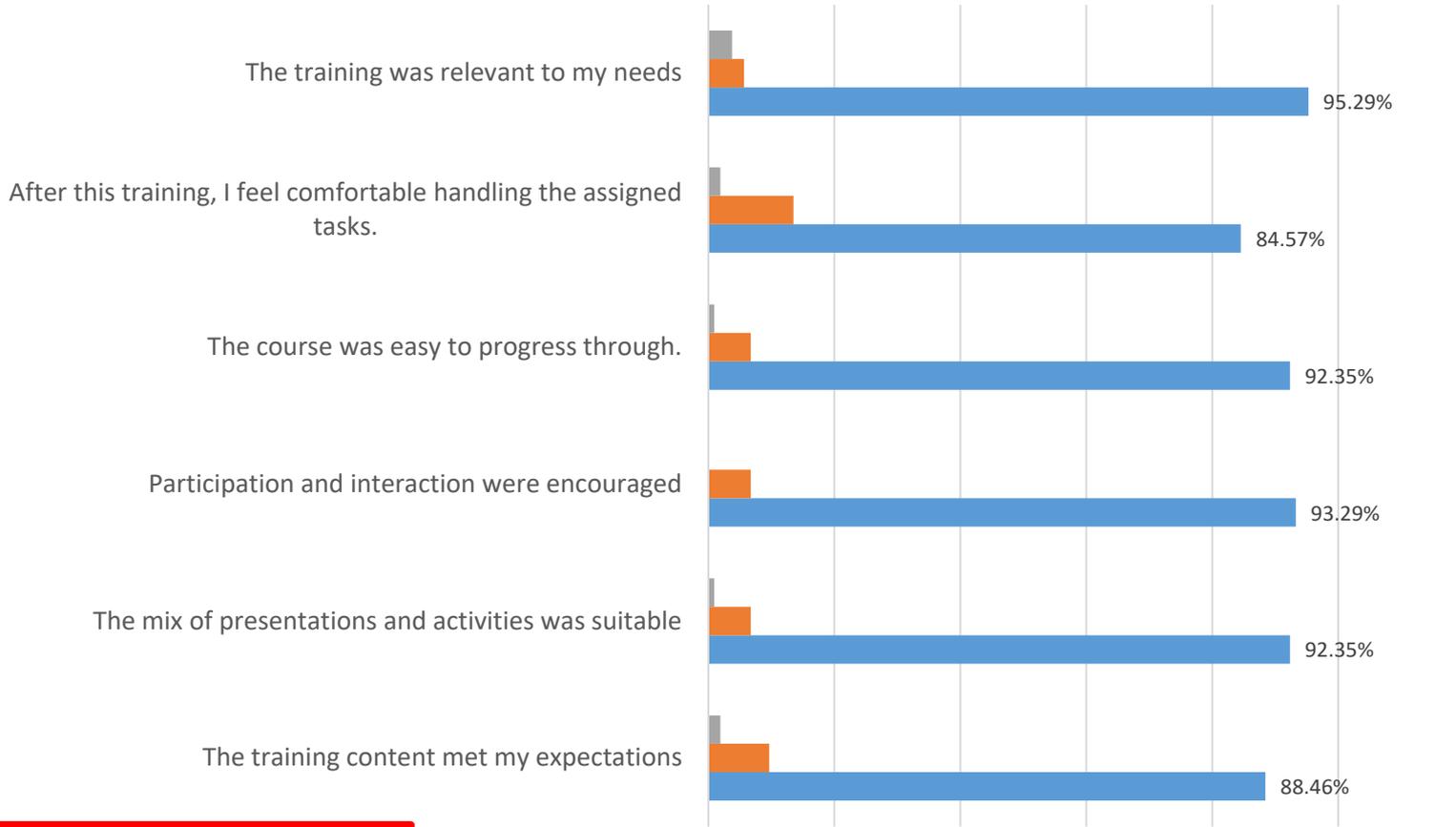
**180 Surveys Distributed**  
**40 Responses**  
**22% Response Rate**

- Resume review and assistance
- Workforce Solutions Orientation
- Mock Interview



# Survey Results : Training and Workshops

**91% Overall Training satisfaction**



**180 Surveys Distributed**  
**40 Responses**  
**22% Response Rate**

■ Disagree ■ Neither Agree/ Disagree ■ Agree



# Co-located Partner Feedback

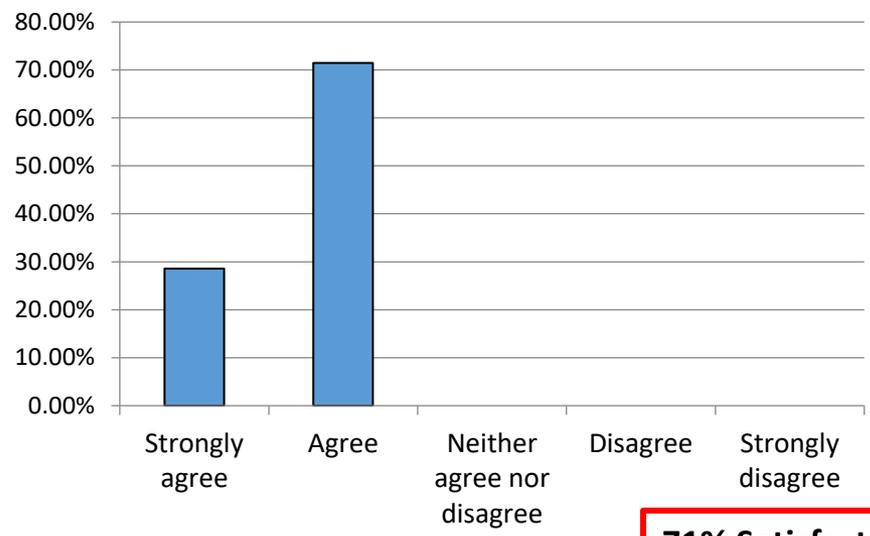
## Quarter 2: October to December 2022



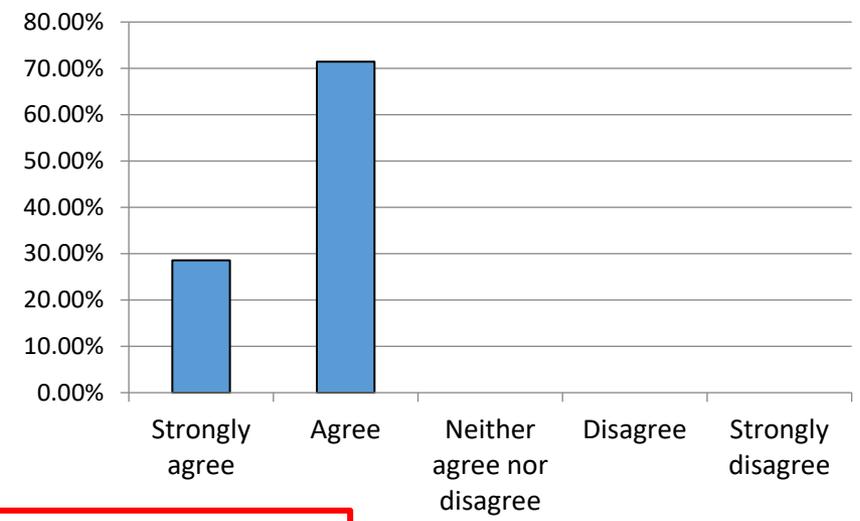


# Survey Results : Integration and Collaboration

The Workforce Solutions Center Operator shares knowledge and information regularly among Partners to provide seamless integrated services.



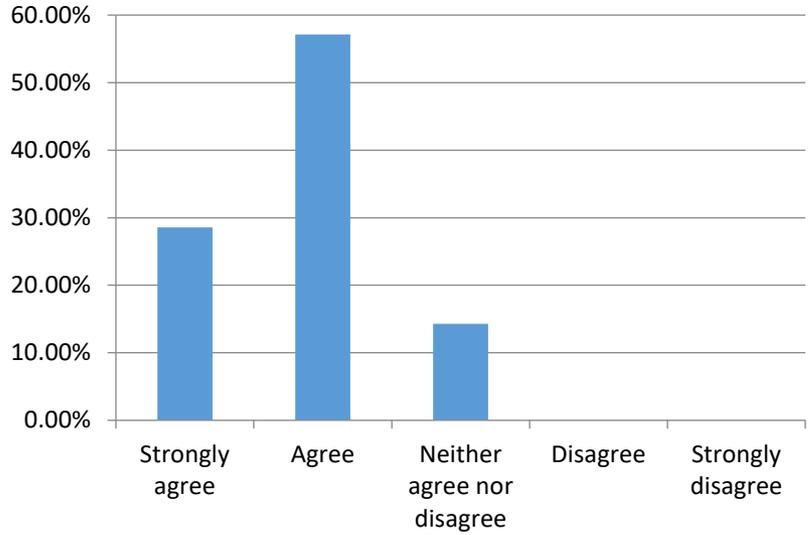
The Workforce Solutions Center Operator effectively facilitates collaboration through regular monthly partnership meetings.



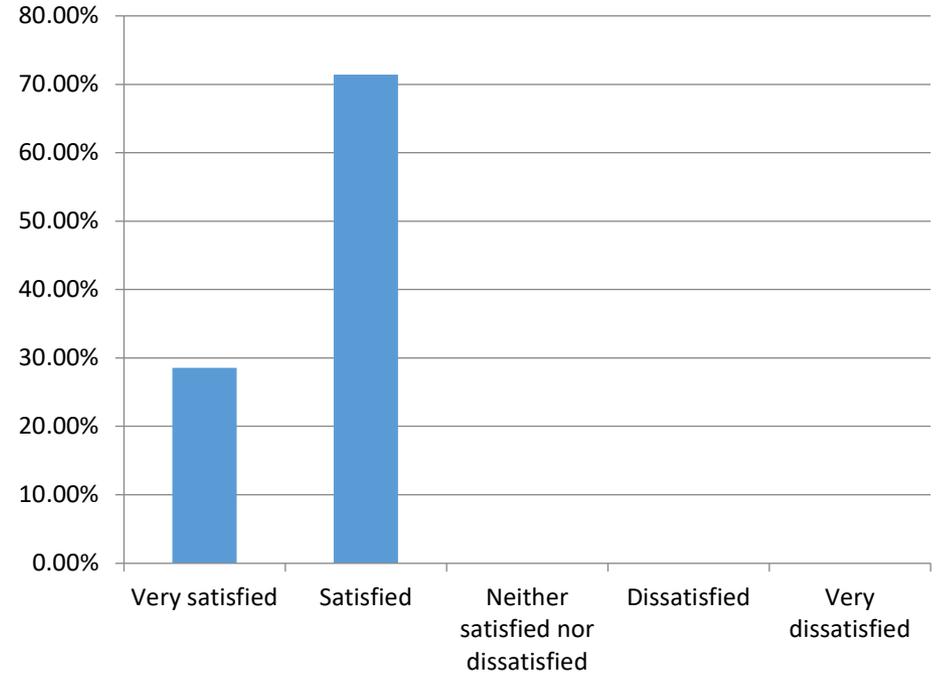
**71% Satisfaction among co-located partners**  
**36 Surveys Distributed**  
**7 Responses**  
**19% Response Rate**



The One Stop Operator has made training and guidance opportunities accessible to all Partners to impart the knowledge, skills, and abilities to support an integrated service delivery system.



Overall, how satisfied are you with your partnership with the One-Stop Operator.



**71% Satisfaction among co-located partners**  
**36 Surveys Distributed**  
**7 Responses**  
**19% Response Rate**

**Thank you!**

## 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.	Administrtator	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

ALLOCATION(s) The Pass-through Entity agrees to reimburse the Subrecipient not to exceed the amount listed hereinafter 'TOTAL'	PRIOR AMOUNT INCREASE/DECREASE: TOTAL:	\$11,134,265.59 (\$2,574,062.95) \$8,560,202.64
TERM OF AGREEMENT From:4/1/2020 To: 3/31/2023	Terms of Exhibits are as designated on each exhibit	
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.		
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  <i>yong yu</i>	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: 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)



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

<b>II. TOTAL EXPENDITURES (Admin + Program)</b>	<b>\$39,469.41</b>
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**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 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 11/14/2022

  
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 Signature

  
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 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

  
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 Signature

  
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 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

  
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 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**

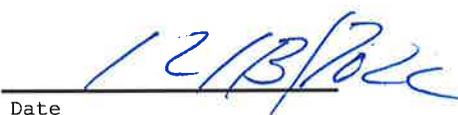
1. Total Recipient Share of Expenditures	\$24,285.26
2. Total Program Income Earned	\$0.00
3. Total Program Income Expended	\$0.00

**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

  
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 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

**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 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: 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>	\$431,236.50
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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

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	12/13/2022



12/15/2022

Signature

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 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

12/15/2022  
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 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

**II. TOTAL EXPENDITURES (Admin + Program)** \$8,760.51

**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**

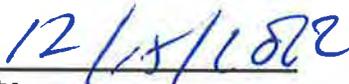
1. Total Recipient Share of Expenditures	\$0.00
2. Total Program Income Earned	\$0.00
3. Total Program Income Expended	\$0.00

**IX. COMMENTS**

**X. CERTIFICATION**

1. Name 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: 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

**II. TOTAL EXPENDITURES (Admin + Program)** \$123,907.36

**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
<b>VIII. 9130 - RECIPIENT SHARE OF EXPENDITURES</b>			
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

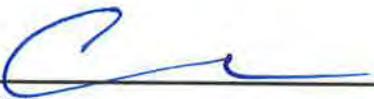
**VIII. 9130 - RECIPIENT SHARE OF EXPENDITURES**

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 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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 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

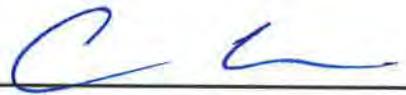
VII. MISCELLANEOUS ITEMS (ADMIN AND/OR PROGRAM)	Cash Contributions	In-Kind Contributions	Total
1. Federal Mandated Match	\$0.00	\$0.00	\$0.00
2. State Mandated Match	\$0.00	\$0.00	\$0.00
3. Federal Leveraged Resources	\$0.00	\$0.00	\$0.00
4. Non-Federal Leveraged Resources	\$0.00	\$0.00	\$0.00

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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 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

**II. TOTAL EXPENDITURES (Admin + Program)** \$0.00

**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

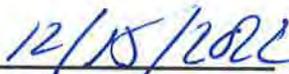
**IX. COMMENTS**

**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	12/13/2022



Signature



Date

Subgrantee Code: County of Orange  
 Grant Code: 540  
 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	\$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

VIII. 9130 - RECIPIENT SHARE OF EXPENDITURES	
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      Report Type: Q  
 Grant Code: 541  
 Grant Term: 10/01/2021-09/30/2022      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	\$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

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



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

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

1. Total Recipient Share of Expenditures	\$13,571.85
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: 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

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

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

**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: 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

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

1. Total Recipient Share of Expenditures	\$7,795.77
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: 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

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

1. Total Recipient Share of Expenditures	\$32,217.42
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: 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

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

1. Total Recipient Share of Expenditures	\$11,469.62
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: 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

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

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

**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: 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

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

1. Total Recipient Share of Expenditures	\$2,039.18
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: 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

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

1. Total Recipient Share of Expenditures	\$19,321.61
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

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	3,209,193.24	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 -

ONGOING EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD) AUDITS	
INFORMATION	STATUS (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
RESOLVED / COMPLETED EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD) AUDITS	
INFORMATION	STATUS (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
COUNTY OF ORANGE FISCAL MONITORING & COMPLIANCE AUDITS	
INFORMATION	STATUS (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
OC COMMUNITY SERVICES (OCCS)/CONTRACTS MONITORING & PROGRAM COMPLIANCE (CM&PC) PROGRAM MONITORING & COMPLIANCE AUDITS	
INFORMATION	STATUS (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