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# Yolo County Workforce Innovation Board

A proud partner of America's Job Center of California<sup>SM</sup> network.

American's Job Center of California - One-Stop Career Center Locations  
West Sacramento 500-A Jefferson Blvd., Building A (916) 375-6300 x4327  
Woodland 25 N. Cottonwood St (530) 661-2750 x4327

> > > NOTICE OF PUBLIC MEETING < < <

## Workforce Innovation Board

September 14, 2016

8:00 – 10:30 AM

America's Job Center of California / Clarksburg Room / 25 North Cottonwood St., Woodland

### AGENDA

#### **8:30 a.m. Call to Order – Pledge of Allegiance**

1. **Guest Speaker** – Tim Keller, a veteran entrepreneur who believes that America needs to be actively investing in our manufacturing sector, is the brainchild of the “Heavy Incubator” concept which combines a makerspace with a business incubator and a vocational training school. The Heavy Incubator will graduate fully-functioning manufacturing companies that are ready to scale, and who have all the talent they need to build their products right here. Area 52 is a Non-Profit initiative undertaken by Sierra Energy and is located at 1222 Research Park Drive in Davis.
2. **Welcome Comments, Introductions and Group Discussion**
3. **Public Comment / Announcements – Non-Agenda Items**  
*Workforce Innovation Board (WIB) members, staff, or the public may address the WIB on subjects relating to employment and training in Yolo County. A time limit of 3 minutes may be imposed. No action may be taken on non-agenda items.*
4. **Establish Quorum**
5. **Consider Agenda Approval**
6. **Consent Agenda – *Approved with one motion unless item withdrawn for discussion***
  - a. Approve WIB minutes – July 13, 2016 (Attachment) **Page 1**
7. **Regular Agenda**
  - a. Approve Policy Bulletin No. 16-5/Self-sufficiency Standard (Attachment) **Page 4**
  - b. Approve Policy Bulletin No. 16-6/Workforce Innovation and Opportunity Act Funded Supportive Services and Incentives (Attachment) **Page 8**
  - c. Approve 2017 WIB Meeting Calendar (Attachment) **Page 14**
8. **Information Items**
  - a. Receive 2017 Executive Committee Meeting Calendar (Attachment) **Page 15**
  - b. Receive RISE WIOA Program Monitoring Report for PY 2015-16 (Attachment) **Page 16**
  - c. Receive Workforce Services Draft Directive (WSDD) 146/Regional and Local Planning Guidance for PY 2017-2020 (Attachment) **Page 22**
  - d. Receive WSDD-149/Final State Level W-PA and WIOA Title 1B and Proposed LWDA Performance Goal Negotiations for PY 2016 and PY 2017 (Attachment) **Page 51**
  - e. Receive Workforce Services Information Notice 16-03/Grant Application Opportunity America's Promise Job Driven Grant (Attachment) **Page 59**
9. **WIOA Update**
10. **Reports**
  - a. Gary Pelfrey, WIB Chair
  - b. Elaine Lytle, Executive Director
  - c. Maggie Campbell, Ad Hoc Committee Chair

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All Phase Security Inc.

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Putah Creek Café

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PrideStaff

Sacramento Central  
Labor Council (4)

Seminis Vegetable  
Seeds

The Scoop Frozen  
Yogurt Shop

West Sacramento  
Chamber of  
Commerce

Woodland Aviation

Woodland Adult  
Education

Woodland Community  
College

Yolo Food Bank

Yolo Employment  
Services, Inc.

## 11. Other Business That May Come Before the Board

## 12. Adjourn

### Next Meeting:

November 9, 2016 – Yolo County Health and Human Services Agency  
America's Job Center of California  
25 North Cottonwood St., Woodland / Community Room B

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**Accommodation:** In accordance with Section 202 of the Americans with Disabilities Act, if you require special assistance, meeting materials to be in an alternative format, auxiliary aids, or other person to assist you while attending the meeting, we will provide reasonable accommodation to allow participation. Contact Cyndi Sechler at (530) 661-2750 ex. 4327 at least 3 business days prior to the meeting to facilitate arrangement.

For more about the Yolo County Workforce Innovation Board log on to [www.yoloworks.org](http://www.yoloworks.org)



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## Yolo County Workforce Innovation Board

### DRAFT Minutes

July 13, 2016

The Yolo County Workforce Innovation Board convened in the offices of Yolo County Health and Human Services Agency at 25 North Cottonwood Street, Woodland, CA, with the following persons in attendance:

**Present:** Alfred Konuwa, Benny Mitchell, Brett Sanders, Don Palm, Gary Pelfrey, Jennifer Pike, John Pickerel, John Rodriguez, Ken Garrett, Kevin Sanchez, Lynn White, Marco C. Lizarraga, Michele Fadling, Rob Carrion, Robyn David-Harris, and Susan Moylan

**Absent:** Alice Tapley, Cornelio Gomez, Denice Seals, Maggie Campbell, Paul Basi, Randy Young, and Wendy Ross

**Staff:** Elaine Lytle, Lisa Vincent, and Cyndi Sechler

**Guests:** Elizabeth Bosley, Labor Market Information, E.D.D.  
Heather Chamizo, Labor Market Information, E.D.D.  
Matthew Vendryes, Eclastic, LLC  
Gloria Earl, WIOA Regional Advisor, E.D.D.  
Dan Maguire, Economic Developer Manager, City of Winters  
Christina Blackman, Davis Chamber of Commerce  
Mary Renteria, Workforce Services Division, E.D.D.  
Anna Louzon, County Administrator's Office, Yolo County

### Call to Order – Pledge of Allegiance

Meeting called to order at 8:33 a.m. by WIB Chair, Gary Pelfrey with quorum present.

### 1. Welcome Comments and Introductions

### 2. Public Comment / Announcements – Non-Agenda Items

*WIB members, staff, or the public may address the Workforce Innovation Board Executive Committee on subjects relating to employment and training in Yolo County. A time limit may be imposed. No action may be taken on non-agenda items.*

Matthew Vendryes reported a researcher from India contacted him, and they have been training for low income agricultural communities, it's a program in India that they are trying to install here. What she is looking for is anyone in our region who is low income, works in agriculture that can benefit from the training. It is supported by the Gates Foundation. Matthew asked if anyone knows of an organization like that, please talk to him after the meeting.

Gary Pelfrey announced the Strength Finders 2.0 training is scheduled for September 13<sup>th</sup>. If you are interested in attending the training, please contact Cyndi.

### 3. Guest Speaker – Elizabeth Bosley, Labor Market Consultant, from the Employment Development Department Labor Market Information Division

Elizabeth Bosley gave a presentation on the Capitol Region and Yolo County Industry Clusters of Opportunity from 2010–2015.

**4. Establish Quorum**

Quorum established.

**5. Consider Agenda Approval**

Don Palm moved to approve the agenda; Kevin Sanchez seconded; motion passed.

**6. Consent Agenda – *Approved with on motion unless item withdrawn for discussion***

**a. Approve WIB minutes – May 11, 2016**

Jennifer Pike moved to approve the May 11, 2016 minutes; Ken Garrett seconded; motion passed.

**7. Regular Agenda**

**a. Partner Memorandum of Understanding Update**

Lisa Vincent reported that we have 12 partners, 9 MOUs have been completed, and submitted to the state before the June 30, 2016 deadline. We have 1 additional MOU going to the Board of Supervisors for approval; and working on an additional two.

**b. Conflict of Interest Form 700 Update**

Gary Pelfrey reported a couple of people still need to file the Conflict of Interest form, and he will be contacting them individually.

**8. Information Items**

- a. Receive WIOA Fiscal and Procurement Review Final Monitoring Report for PY 2015-16 issued by EDD Compliance Review Office**
- b. Receive Workforce Services Information Notice 15-51/Program Year 2016-17 Rapid Response Funding**
- c. Receive Workforce Services Draft Directive 144/Unilateral De-Obligation**
- d. Receive Workforce Services Directive 15-26/Subsidized Employment and Employee Benefits**

WIB members received items a–d.

**9. WIOA Update**

Gary Pelfrey stated the updates are continually on going.

Lisa Vincent reported the new regulations were finalized a week ago.

**10. Reports**

**a. Gary Pelfrey, WIB Chair**

Gary reported he received a couple of calls today from felons looking for work.

Gary also stated we will talk more about food, felons, and speak to schools, and how we can keep the group moving in that direction.

**b. Elaine Lytle, Executive Director**

Elaine thanked those who participated or dropped in at our Job Fair that we had in June. Elaine also announced that we are planning a Job Fair in West Sacramento, and it will be either October 13 or 20<sup>th</sup>.

Elaine also reported the following:

- Judy Needham and her team is currently at Mariani's do a recruitment.
- We have a new Health and Human Service Agency (HHSA) Director, which is Karen Larsen
- Nancy O'Hara was hired by Sutter County
- Yolo County was very well represented in the Business Journal, so we will make a copy and send that information out with the cluster information from EDD.

**c. Maggie Campbell, Ad Hoc Committee Chair**

No report.

**11. Other Business That May Come Before the Board**

No additional business.

**12. Adjourn**

Rob Carrion moved to adjourn the meeting; Don Palm seconded; meeting adjourned at 10:12 a.m.

**Next Meeting**

September 14, 2016

Yolo County HHSA/Community Room #B

Woodland One-Stop

8:30-10:00 a.m.

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- West Sacramento  
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- Woodland Aviation
- Woodland Adult  
Education
- Woodland Community  
College
- Yolo Food Bank
- Yolo Employment  
Services, Inc.

**TO:** Members of the Workforce Innovation Board (WIB)

**FROM:** Gary Pelfrey, Chair

**DATE:** September 14, 2016

**SUBJECT: POLICY BULLETIN NO. 16-5 WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) SELF-SUFFICIENCY STANDARD**

### RECOMMENDED ACTION

Approve Policy Bulletin No. 16-5 as recommended by the Executive Committee.

### REASON FOR RECOMMENDED ACTION

Policy Bulletin No. 16-5 provides local guidance regarding self-sufficiency for WIOA Title I program participants and is based on the Lower Living Standard Income Level (LLSIL) for Yolo County.

### BACKGROUND

WIOA was signed into law on July 22, 2014. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. WIOA supersedes Titles I and II of the Workforce Investment Act of 1998, and amends the Wagner-Peyser Act and Rehabilitation Act of 1973. In general, WIOA takes effect on July 1, 2015, the first full program year after enactment, unless otherwise noted.

As stated in WIOA, Local Workforce Development Boards must set the criteria for determining whether employment leads to self-sufficiency. At a minimum, such criterion must provide that self-sufficiency means employment that pays at least 100 percent of the LLSIL established for a Local Area.

### FISCAL IMPACT

This policy impacts the WIOA Title I program allocations as it establishes the threshold for funding support services provided to WIOA participants that achieve unsubsidized employment during program participation and/or follow-up.

### AGENCY COORDINATION

The WIOA staff of the Health and Human Services Agency drafted the policy based on guidance provided in Workforce Services Directive 16-02 and the Executive Committee reviewed the policy on August 24, 2016.

Attachments:

- Policy Bulletin No. 16-5 Self-sufficiency Standard
- Yolo County WIB Self-sufficiency Calculation



**Yolo County**  
**Workforce Innovation and Opportunity Act (WIOA)**  
**POLICY BULLETIN 16-5**

**Bulletin Name:**                   **SELF-SUFFICIENCY STANDARD**

**Effective Date:**                   September 14, 2016

**Issue Date:**                       September 14, 2016

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**Purpose**                               This policy establishes guidance regarding the Yolo County Workforce Innovation Board (WIB) self-sufficiency standard for WIOA Title I program participants. Self-sufficiency estimates the level of income necessary for a given individual or family to be independent of welfare as well as other public and private subsidies. The goal is for WIOA Title I program participants to obtain employment with earnings at or above the self-sufficiency standard.

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**Background**                       The WIOA staff of the Health and Human Services Agency (HHSA) drafted the policy on guidance provided in Workforce Services Directive 16-02 dated July 20, 2016. Additionally, the policy was reviewed by the Workforce Innovation Board (WIB) Executive Committee on August 24, 2016.

The WIOA Section 3(36)(A) sets the criteria Local Areas use in determining whether an individual is a low-income individual. These criteria include two sets of data: the poverty guidelines as published by the U.S. Department of Health and Human Services in the Federal Register, and the 70 percent of the Lower Living Standard Income Level (LLSIL), as determined by the Secretary of Labor. Both sets of data are revised annually. The Local Areas are to use the higher of these two measurers to establish low-income status for eligibility purposes of WIOA Title I programs. The 70 percent LLSIL and Poverty Guidelines assist with identifying those most in need while taking into consideration WIOA budget limitations.

Per WIOA Section 134(c)(3)(E), low-income individuals are considered to have priority of service with respect to individual career and training services funded with WIOA adult funds. Reference Policy 16-4 dated March 9, 2016.

Additionally, low-income individuals may be eligible to receive support services that are necessary, reasonable, and allowable to enable the individual, who otherwise cannot afford to pay for such services, to participant in activities authorized under WIOA Title I programs or to obtain or retain employment and maintain self-sufficiency. Reference Policy 16-6 dated August 24, 2016.

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**ADULT, DISLOCATED WORKER, AND YOUTH**

**Policy**

Self-sufficiency is defined as:

- 150% of current annual U.S. Department of Labor Lower Living Standard Income Level (LLSIL) family income with available employer paid health benefits, or
- 175% of current LLSIL without employer paid benefits, and
- not receiving any public assistance except health services, and
- is exclusively in unsubsidized employment, and
- shall include income from all family members as defined by WIOA, including income from dependent children who are in a single residence with the WIOA employed customer.

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**PASSED AND ADOPTED** by the Yolo County Workforce Innovation Board, this 14th day of September 2016.

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Gary Pelfrey, WIB Chair  
On behalf of the Yolo County  
Workforce Innovation Board

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Elaine Lytle, ESS Manager  
On behalf of the Yolo County  
Health and Human Services Agency

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

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



## Yolo County WIB Self-sufficiency Standard

### Current Lower Living Standard Income Level (LLSIL)\* calculation for Yolo County

2016 LLSIL							
Family Size**	1	2	3	4	5	6	Each add'l member add***
100% LLSIL	\$14,531	\$23,814	\$32,696	\$40,362	\$47,628	\$55,707	\$8,079
150%	\$21,796	\$35,721	\$49,044	\$60,543	\$71,442	\$83,560	\$12,118
175%	\$25,429	\$41,674	\$57,218	\$70,633	\$83,349	\$97,487	\$14,138

Effective Date: November 6, 2015

**Notes:** The WIOA Section 3(36)(A) sets the criteria local areas use in determining whether an individual is a low-income individual. This criteria includes two sets of data: the poverty guidelines, as published by HHS, and 70 percent of the LLSIL, as determined by the Secretary of Labor. The local areas use the higher of these two measures to establish low-income status for eligibility purposes of WIOA Title I programs. The WIOA requires annual revisions to both sets of data.

The LLSIL and poverty guidelines are used to establish low-income status for Workforce Innovation and Opportunity Act (WIOA) Title I adult and youth programs. Local Workforce Development Boards must set the criteria for determining whether employment leads to self-sufficiency. At a minimum, such criteria must provide that self-sufficiency means employment that pays at least 100 percent of the LLSIL established for a local area.

The 2016 LLSIL and 2016 poverty guidelines became effective on their dates of publication in the Federal Register, March 25, 2016, and January 25, 2016.



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Services, Inc.

**TO:** Workforce Innovation Board (WIB)

**FROM:** Gary Pelfrey, Chair

**DATE:** September 14, 2016

**SUBJECT: POLICY BULLETIN NO. 16-6 WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) FUNDED SUPPORTIVE SERVICES AND INCENTIVES**

### RECOMMENDED ACTION

Approved Policy Bulletin No. 16-6 as recommended by the Executive Committee.

### REASON FOR RECOMMENDED ACTION

Policy Bulletin No. 16-6 provides local guidance regarding funded supportive services and incentives for WIOA Title I program participants and is based on the Lower Living Standard Income Level (LLSIL) for Yolo County.

### BACKGROUND

WIOA was signed into law on July 22, 2014. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. WIOA supersedes Titles I and II of the Workforce Investment Act of 1998, and amends the Wagner-Peyser Act and Rehabilitation Act of 1973. In general, WIOA takes effect on July 1, 2015, the first full program year after enactment, unless otherwise noted.

As stated in WIOA, Local Workforce Development Boards must set the criteria for determining whether employment leads to self-sufficiency. At a minimum, such criterion must provide that self-sufficiency means employment that pays at least 100 percent of the LLSIL established for a Local Area.

### FISCAL IMPACT

This policy impacts the WIOA Title I program allocations as it authorizes supportive services and incentives for WIOA Title I program participants.

### AGENCY COORDINATION

The WIOA staff of the Health and Human Services Agency drafted the policy based on guidance provided in Workforce Services Directive 15-15 and the Executive Committee reviewed the policy on August 24, 2016.

Attachments:  
Policy Bulletin No. 16-6 Funded Supportive Services and Incentives



**Yolo County**  
**Workforce Innovation and Opportunity Act (WIOA)**  
**POLICY BULLETIN 16-6**

**Bulletin Name:** **FUNDED SUPPORTIVE SERVICES AND INCENTIVES**

**Effective Date:** September 14, 2016

**Issue Date:** September 14, 2016

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**Purpose**

This policy provides guidance regarding Yolo County Workforce Innovation Board (WIB) authorized supportive services and incentives for WIOA Title I program participants. Low-income individuals may be eligible to receive support services that are reasonable, necessary and allowable to enable the individual, who otherwise cannot afford to pay for such services, to participate in activities authorized by WIOA Title I programs or to obtain or retain employment and maintain self-sufficiency. This bulletin describes the allowable support services, the situations for which participants may receive supportive services, and sets rates and cost stipulations. Additionally, this bulletin describes the allowable incentives, the situations for which participants may receive incentives, and sets rates.

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**Background**

The WIOA staff of the Yolo County Health and Human Services Agency (HHSA) drafted the policy based on guidance provided in Workforce Services Directive 15-15 Allowable Costs as well as WIOA Regulation Sections 680.900 (adult & dislocated worker) and 681.570 (youth). Additionally, the policy was reviewed by the WIB Executive Committee on August 24, 2016.

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**Policy**

It is the policy of the WIB to encourage economic independence on the part of our participants. Supportive services may be provided only when the individual is determined low-income based on WIOA eligibility criteria and it is necessary and reasonable to enable an individual, who otherwise cannot afford to pay for such services, to participate in activities authorized under Title I WIOA programs or to obtain or retain employment and maintain self-sufficiency.

WIOA staff will take reasonable steps to assure that supportive services are provided with the WIOA Title I funds only when they are not otherwise available to the participant. The need for supportive services must be determined in accordance with generally accepted accounting principles to ensure effective control and accountability as well as documented in the participant's case notes.

Supportive services may only be provided to WIOA registered participants or participants that have been exited from WIOA and are in follow-up services who:

1. Are participating in an allowable career or training service activity, or

youth activity and service; OR

2. Are employed or have a documented offer of employment; AND
3. Are unable to obtain supportive services through any other program providing such services and when such services are not provided by the employer or training institution for other employees or trainees.

Supportive services may be provided to a WIOA participant until that participant has achieved unsubsidized employment. Once a WIOA participant has achieved unsubsidized employment, supportive services will only be provided in the case of a serious hardship. Examples of a serious hardship are: a catastrophic incident; potential job loss when the provision of the supportive service would prevent the job loss; or the completion of a self-sufficiency determination by WIOA staff. Reference Policy 16-5.

Support Services should not be offered as an incentive for participation.

An incentive is the recognition of achievement of a pre-determined documented benchmark within a given period.

*Exception: Supportive services and incentives through grant opportunities that are non-formula funded may differ and will be covered in the award.*

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**Transportation** Participants may receive either mileage reimbursements or bus tickets/passes when needed to participate in a WIOA funded activity or service.

For participants receiving mileage reimbursement:

1. Participants must rely on the vehicle for transportation to and from an activity; AND
2. WIOA staff must verify that the participant possesses a valid driver's license, the vehicle registration is current and in the participant's name (or a member of the immediate family as determined in eligibility), and current insurance; AND

If both of the conditions are met, then:

1. Participants must have to travel over 5 miles to their activity site.
2. Participants will receive mileage reimbursement equivalent to the standard mileage rate set by the Internal Revenue Service (IRS) for each mile traveled not to exceed 50 miles per day.
3. There may only be one reimbursement per vehicle. Carpooling is

encouraged, and mileage may not be reimbursed to more than one carpool member.

4. Participants may receive either mileage reimbursements or bus tickets/passes. However, a participant may not receive duplicate types of transportation supportive services for the same day.

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## **Child Care**

### **Stipulations**

1. Participants are eligible for paid child care when they use:
  - A licensed child care provider,
  - An approved provisional licensed child care provider, OR
  - Other supervised certified child care programs which receive prior approval by the director of the One-Stop or designee (Trustline).
2. Child care costs exceeding the Regional Market Rate ceilings published by the Department of Social Services will not be paid from WIOA Title I funds.

### **Rates:**

1. Participants who meet the stipulations above may have their child care providers reimbursed at that provider's actual prevailing rates, not to exceed the regional market rate ceilings. The child care reimbursement invoice form will reflect that the rates are certified by the provider as being the prevailing rate for that agency.
2. Travel time, as specified on the participant time card, to and from the training or work site and the child care location, may be included up to the WIB approved rate.
3. When a participant's training site is closed due to a school break, the child care costs for that break may also be included up to the WIB approved rate, if this charge is a charge to other parents.
4. Individuals and agencies who provide the service of transporting children to and from school may be paid \$1.00 per day for transportation per child in addition to the hourly rate, if this is a charge to other parents.

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## **Educational, Work and Training Items**

### **Allowable Items and Cost Limits:**

The total cost of all work and training items are provided only when items are not provided by the employer or training institution for other employees or trainees and are necessary to perform the duties of the position or training or to obtain or retain unsubsidized employment.

WIOA participants entering a training activity, unsubsidized employment, or educational testing, may be provided work and training items up to a \$500.00 maximum which are necessary and reasonable to include, but not limited to:

- Books, fees, school supplies, and other necessary items for students enrolled in post-secondary education classes
- Educational testing (i.e. high school equivalency test)
- Fees for employment related applications, tests, and/or certifications
  - Physical exams, drug tests, immunizations, or x-rays necessary to begin employment or training
  - Eye exams and/or eye glasses
  - Fingerprinting
  - Employment related seminar or workshop
- Exam for occupational certification or credential for the purpose of obtaining employment
- Parking
- Uniforms or other appropriate work attire and work related tools
  - Uniforms, limited to two
  - Work Shoes, limited to one pair
  - Career/work clothes may be purchased for interviews and to meet dress code requirements at work or training and may not exceed the cost of \$100.00 per participant. Exception: Individuals requiring big and tall sizes may be allowed up to \$200.00 when they are unable to find appropriate clothing for \$100.00 or less.
  - Haircuts/styling, limit \$20.00

*Note: Medi-Cal should be considered as a first source for physical exams and eye glasses*

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## **Incentives**

### **Incentives:**

- A one-time only payment of up to one hundred dollars (\$100) for the attainment of a High School Diploma or GED during participation or follow-up.
  - A one-time only payment of up to one hundred dollars (\$100) for entered employment during the program participation or follow-up.
  - A once per quarter payment of twenty-five dollars (\$25) verified through supplemental data for retaining employment in the four quarters of follow-up.
-

**PASSED AND ADOPTED** by the Yolo County Workforce Innovation Board, this 14th day of September 2016.

\_\_\_\_\_  
Gary Pelfrey, WIB Chair  
On behalf of the Yolo County  
Workforce Innovation Board

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

\_\_\_\_\_  
Elaine Lytle, ESS Manager  
On behalf of the Yolo County  
Health and Human Services Agency

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

DRAFT



# Yolo County Workforce Innovation Board

25 North Cottonwood Street  
Woodland, CA 95695  
(530) 661-2750  
(530) 666-8831 FAX

## One-Stop Career Center Locations

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- La Cooperative  
Campesina
- Los Rios Community  
College District
- Olam Tomato  
Processors
- Optimum Zendejas  
Home Loans
- PrideStaff
- Sacramento Central  
Labor Council (4)
- Seminis Vegetable  
Seeds
- The Scoop Frozen  
Yogurt Shop
- West Sacramento  
Chamber of Commerce
- Woodland Aviation
- Woodland Adult  
Education
- Woodland Community  
College
- Yolo Food Bank
- Yolo Employment  
Services, Inc.

## Workforce Innovation Board Regular Meeting Schedule

(2<sup>nd</sup> Wednesday – Bi-monthly)  
8:30 AM – 10:00 AM

**January 11, 2017 – *Clarksburg Room***

**March 8, 2017 – *Community Room***

**May 10, 2017 – *Community Room***

**July 12, 2017 – *Community Room***

**September 13, 2017 – *Community Room***

**November 8, 2017 – *Community Room***

## Woodland One-Stop Career Center

25 N. Cottonwood Street



**Building Better Lives • Building Better Communities**

A proud partner of America's Job Center of California™ network.

**Accommodation:** In accordance with Section 202 of the Americans with Disabilities Act, if you require special assistance, meeting materials to be in an alternative format, auxiliary aids, or other person to assist you when attending this meeting, we will provide reasonable accommodation to allow participation. Contact Cyndi Sechler at (530) 661-2750 ex. 4327 at least 3 business days prior to the meeting to facilitate arrangements.

For more about the Yolo County Workforce Innovation Board log on to [www.yoloworks.org](http://www.yoloworks.org)





www.yoloworks.org

# Yolo County Workforce Innovation Board

A proud partner of America's Job Center of California<sup>SM</sup> network.

America's Job Center of California – One-Stop Career Center Locations  
West Sacramento 500-A Jefferson Blvd., Building A (916) 375-6200 x4327  
Woodland 25 N. Cottonwood St (530) 661-2750 x4327

## Board Members

- All Phase Security Inc.
- Buckhorn Steakhouse/  
Putah Creek Café
- California Dept. of  
Rehabilitation
- California Employment  
Development  
Department
- City of Woodland  
Economic Development
- Clark Pacific
- DMG Mori
- La Cooperative  
Campesina
- Los Rios Community  
College District
- Olam Tomato  
Processors
- Optimum Zendejas  
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Yogurt Shop
- West Sacramento  
Chamber of Commerce
- Woodland Aviation
- Woodland Adult  
Education
- Woodland Community  
College
- Yolo Food Bank
- Yolo Employment  
Services, Inc.

# Workforce Innovation Board Executive Committee Regular Meeting Schedule

(4<sup>th</sup> Wednesday – Bi-monthly)  
1:00 PM – 2:30 PM

**February 22, 2017**

**April 26, 2017**

**June 28, 2017**

**August 23, 2017**

**October 25, 2017**

**December 6, 2017**

**Woodland One-Stop Career Center**  
25 N. Cottonwood Street  
Clarksburg Room



**Building Better Lives • Building Better Communities**

A proud partner of America's Job Center of California<sup>SM</sup> network.

**Accommodation:** In accordance with Section 202 of the Americans with Disabilities Act, if you require special assistance, meeting materials to be in an alternative format, auxiliary aids, or other person to assist you when attending this meeting, we will provide reasonable accommodation to allow participation. Contact Cyndi Sechler at (530) 661-2750 ex. 4327 at least 3 business days prior to the meeting to facilitate arrangements.

For more about the Yolo County Workforce Innovation Board log on to [www.yoloworks.org](http://www.yoloworks.org)



# County of Yolo

**Health and Human Services Agency**  
25 North Cottonwood Street, Woodland, CA 95695  
Phone: (530) 661-2750  
[www.yolocounty.org](http://www.yolocounty.org)

**Karen Larsen**  
**Director**

June 22, 2016

Tico Zendejas, Executive Director  
Rural Innovations in Social Economics, Incorporated  
P.O. Box 133  
Esparto, CA 95627

Dear Mr. Zendejas:

RE: WORKFORCE INNOVATION AND OPPORTUNITY ACT  
YOUTH SERVICES  
85-PERCENT PROGRAM REVIEW  
FINAL MONITORING REPORT  
PROGRAM YEAR 2015-16

This is to inform Rural Innovations in Social Economics, Incorporated (RISE) of the review results for Workforce Innovation and Opportunity Act (WIOA) Youth Services 85-Percent grant program operations in PY 2015-16. The review was conducted over a period of time ranging from October 2015 through May 2016 because of the transition from Workforce Investment Act (WIA) to WIOA which took place in PY 2015-16, July 1, 2015 through June 30, 2016. WIOA introduced key investments in out-of-school youth and work experience expenditure requirements. Specifically, it increased the minimum out-of-school expenditure rate from 30 percent under WIA to 75 percent under WIOA, and introduced a 20 percent work expenditure requirement. Additionally, it added new program elements, increasing the number from 10 under WIA to 14 under WIOA, as well as changing eligibility requirements which included redefining barriers. The review focused on program administration as well as contract compliance which included the following areas: program administration, WIOA activities, management information system reporting, work experience, case file reviews, as well as contract performance and was conducted by Ms. Judy Needham, Ms. Cyndi Sechler, and Ms. Lisa Vincent.

This review was conducted under the authority of Sections 183(a) and 184(a)(4) which requires each sub-recipient to conduct regular oversight and monitoring of its WIOA activities as well as those of its sub-recipients and contractors. The purpose of the review conducted by the Health and Human Services Agency (HHSA) was to determine the level of compliance by RISE with applicable federal and state laws, regulations, policies, and directives related to the PY 2015-16 WIOA Youth Services operations.

This report includes the results of our review of sampled case files, sampled work experience site visits, RISE on-site visits, responses provided by RISE in the WIOA Youth Service Provider/Sub-recipient Program On-Site Monitoring Guide, and a review of applicable contract language,

policies, and procedures for PY 2015-16. In addition, this report includes information that we collected through interviews with RISE representatives.

## **BACKGROUND**

### **PY 2014-15**

RISE was awarded Workforce Investment Act (WIA) funds through Yolo County Contract 2015-0137/Agreement No. 14-191. The terms of the agreement were from October 1, 2014, through June 30, 2015, for a maximum amount of \$262,500 to serve a minimum of fifty-three (53) youth as defined by WIA; nineteen (19) out-of-school youth and thirty-four (34) in-school youth. The budget and participant numbers separated by region as indicated in the contract are provided in the table below:

<b>Region</b>	<b>Location</b>	<b>Budget</b>	<b>In-school Youth</b> Defined by WIA	<b>Out-of-School Youth</b> Defined by WIA
1	Dunnigan, Knight's Landing, Woodland, Yolo, and Zamora	\$93,750	13	7
2	Clarksburg, Davis, and West Sacramento	\$93,750	14	7
3	Brooks, Capay, Esparto, Guinda, Madison, Rumsey, and Winters	\$75,000	7	5
<b>Total</b>		<b>\$262,500</b>	<b>34</b>	<b>19</b>

Yolo County Contract 2015-0137/Agreement No. 14-191 also contained language that allowed the Director to renew the agreement for up to two (2) consecutive one-year periods (e.g., July 1, 2015, through June 30, 2016, and July 1, 2016, through June 30, 2017) for a maximum amount of \$350,000 and subject to the County receiving Federal and State grant funds for this purpose and the Contractor's satisfactory performance.

### **PY 2015-16**

In September 2015, the 1<sup>st</sup> option year, RISE was awarded WIOA funds through Yolo County Agreement No. 15-140. The terms of the agreement are July 1, 2015 through June 30, 2016, for a maximum amount of \$500,000 to serve a minimum of fifty-six (56) youth as defined by WIOA; forty-six (46) out-of-school and ten (10) in-school. Agreement No. 15-140 included the following amendments; a 12-month contract (July 2015 through June 2016) instead of a 9-month contract, funding increase from \$350,000 to \$500,000, participant enrollment increase from 53 to 56, and the transition from WIA to WIOA. The budget and participant numbers separated by region as indicated in the contract are provided in the table below:

<b>Region</b>	<b>Location</b>	<b>Budget</b>	<b>In-school Youth</b> Defined by WIOA	<b>Out-of-School Youth</b> Defined by WIOA
1	Dunnigan, Knight's Landing, Woodland, Yolo, and Zamora	\$201,157	4	20
2	Clarksburg, Davis, and West Sacramento	\$201,052	4	20
3	Brooks, Capay, Esparto, Guinda, Madison, Rumsey, and Winters	\$97,791	2	6
<b>Total</b>		<b>\$500,000</b>	<b>10</b>	<b>46</b>



This report focuses on the Youth Services funded by WIOA from July 1, 2015, through June 30, 2016. As of May 14, 2016, RISE submitted expenditure claims through March 2016 totaling \$283,709.40 and as of the mid May 2016 RISE provided services to a total of fifty-eight (58) youth; forty-eight (48) out-of-school youth and ten (10) in-school youth. HHSA reviewed a total of forty-one (41) participant case files as well as eight (8) work experience site reviews.

## **PROGRAM REVIEW RESULTS (PY 2015-16)**

While we conclude that, overall, RISE is meeting applicable WIOA requirements concerning program administration; we noted an instance of noncompliance in the area of fund raising as specified below.

### **Finding One**

#### **Requirement:**

Uniform Guidance Section 200.442 states, in part, costs of organized fund raising including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions are unallowable.

The RISE WIOA Worksite Supervisor Handbook states, in part, WEX participants may not, during working hours, take part in any organized fund raising, including financial campaigns, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions.

The RISE WIOA Participant Handbook states, in part, WEX participants may not, during working hours, take part in organized fund raising, including financial campaigns, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions.

#### **HHSA Observation:**

We observed fundraising was included in the training plan and case narration for one (1) participant.

#### **HHSA**

#### **Recommendation:**

On October 26, 2015, we recommend that RISE go over the WEX handbooks with both the site supervisor and the participant and have them sign that they received a copy of the book.

#### **RISE Response:**

On October 27, 2015, RISE revised the Worksite Training Plan with the acknowledgment of the worksite supervisor, worksite alternate supervisor, participant, and RISE staff.

#### **HHSA Conclusion:**

RISE stated corrective action is deemed sufficient to resolve the issue. However, HHSA cannot close this issue until we verify, during a future on-site visit, RISE's successful implementation of its stated corrective action. Until then, this issue remains open and has been assigned CATS number 1516-01.

Additionally, we did identify a few program and contract conditions that may become compliance issues if not addressed. HHSA observed a CASAS re-test being administered too soon and various documentation issues that include lack of date stamping, adequate documentation regarding the need for support services, appropriate documentation to verify educational achievement, and accurate reporting of activity completion codes. In addition, a lack of

occupational skills training and apprenticeship opportunities as well as low expenditure rates for Region 1, Region 2, and Region 3. Specifically, as of March 2016, 75% of the contract year (July 2015 through June 2016) had expired although expenditure claims were 54% in Region 1, 52% in Region 2, and 71% in Region 3. The actual expenditure and participant numbers separated by region are provided in the table below:

Region	Location	Expenditures thru March 2016	Enrolled In-school Youth thru Mid May 2016	Enrolled Out-of-School Youth thru Mid May 2016
1	Dunnigan, Knight's Landing, Woodland, Yolo, and Zamora	\$108,700.16	4	22
2	Clarksburg, Davis, and West Sacramento	\$104,736.90	4	19
3	Brooks, Capay, Esparto, Guinda, Madison, Rumsey, and Winters	\$70,272.34	2	7
<b>Total</b>		<b>\$283,709.40</b>	<b>10</b>	<b>48</b>

The total number of actual enrollments is fifty-eight (58) which is two (2) more than the contracted total number of fifty-six (56). Region 2 does not meet the contracted number of enrolled participants although the total number of enrolled participants exceeds the contracted amount. HHSA is aware that RISE is recruiting an additional out-of-school youth in Region 2.

**FOLLOW-UP ON PREVIOUSLY ISSUED FINDINGS (PY 2014-15)**

**CATS Number 1415-01:** HHSA observed four (4) of eleven (11) or 37% of the pre-test conducted by RISE were not within the 60 day time line.

RISE submitted a corrective action plan on June 18, 2015, which indicated all required pre-test to measure literacy and numeracy will be conducted no later than thirty (30) days following the date of first youth service using CASAS. Additionally, those scores will be submitted to HHSA within five (5) days of testing.

HHSA accepted the corrective action plan and issued a corrective action tracking system (CATS) number until successful implementation of the plan was verified in a future monitoring.

Based on PY 2015-16 program review, HHSA considers this finding resolved and CATS number 1415-01 closed.

**CATS Number 1415-02:** HHSA observed three (3) issues with time cards that included an unsigned edit, signed by unauthorized supervisor, and not legible.

RISE submitted a corrective action plan on June 18, 2015, which indicated they met with the youth and worksite supervisors to discuss the time card concerns as well as obtain all needed signatures and corrections and that

the corrected time cards were submitted to HHSA. Additionally, RISE stated they will continue to make accuracy a priority and ensure that all youth and worksite supervisors understand what a submitted time card needs to include.

HHSA accepted the corrective action plan and issued a CATS number until successful implementation of the plan was verified in a future monitoring.

Based on PY 2015-16 program review, HHSA considers this finding resolved and CATS number 1415-02 closed.

**CATS  
Number 1415-03:**

HHSA observed two (2) work permits were not thoroughly completed by the proper educational officers. Specifically, no selection was indicated in the "Check Permit Type" which includes full-time; workability; restricted, general; or work experience education, vocational cooperative education or personal attendant.

RISE submitted a corrective action plan on June 18, 2015, which indicated the internal process was revised to include reviewing all work permits to determine they are completed thoroughly. Additionally, RISE stated to ensure accuracy a work permit checklist was to be created and the received work permits would be date stamped.

HHSA accepted the corrective action plan and issued a CATS number until successful implementation of the plan was verified in a future monitoring.

Based on PY 2015-16 program review, HHSA considers this finding resolved and CATS number 1415-03 closed.

**CATS  
Number 1415-04:**

HHSA observed one (1) participant started a WEX prior to the Worksite Training Agreement being signed.

RISE submitted a corrective action on June 18, 2015, which indicated the internal process was revised to include a checklist that list all the needed forms, signatures and agreements that need to be collected prior to a participant starting a WEX.

HHSA accepted the corrective action plan and issued a CATS number until successful implementation of the plan was verified in a future monitoring.

Based on PY 2015-16 program review, HHSA considers this finding resolved and CATS number 1415-04 closed.

This report contains one (1) finding which resulted in a new CATS number being issued as well as the closure of four (4) previously issued CATS numbers. This report is being issued as the final report since RISE provided a corrective action plan for the new finding which resulted in the issuance of CATS number 1516-01.

Because the methodology for our monitoring review included sample testing, this report is not a comprehensive assessment of all areas included in our review. It is RISE's responsibility to ensure that its systems, programs, and related activities comply with the WIOA grant program, federal and state regulations, and applicable state directives. Consequently, any deficiencies identified in subsequent reviews, such as an audit, would remain RISE's responsibility.

Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions regarding this report or the review that was conducted, please contact Elaine Lytle at (530) 661-2754.

Sincerely,

A handwritten signature in blue ink, appearing to read "Karen Larsen", with a long horizontal flourish extending to the right.

Karen Larsen, Director



## **REGIONAL AND LOCAL PLANNING GUIDANCE FOR PY 2017-2020**

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### **GENERAL INSTRUCTIONS**

The attached directive is being issued in draft to give the Workforce Development Community the opportunity to review and comment prior to final issuance.

Submit any comments by email or mail no later than **July 30, 2016**.

All comments received within the comment period will be considered before issuing the final directive. Commenters will not be responded to individually. Rather, a summary of comments will be released with the final directive.

**Comments received after the specified due date will not be considered.**

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**Email**      [Daniel.Patterson@cwdb.ca.gov](mailto:Daniel.Patterson@cwdb.ca.gov)

Include "Draft Directive Comments" in the e-mail subject line.

**Mail**      California Workforce Development Board  
Attn.: Regional/Local Plan  
P.O. Box 826880 / MIC 45  
Sacramento, CA 94280-0001

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If you have any questions, contact State Board at 916-324-3425.



## REGIONAL AND LOCAL PLANNING GUIDANCE FOR PY 2017-2020

### EXECUTIVE SUMMARY

This policy provides guidance and establishes the procedures regarding the preparation of both Regional and Local Plans required by the *Workforce Innovation and Opportunity Act* (WIOA). This policy applies to Local Workforce Development Boards (Local Boards), and is effective on date of issuance

This policy contains some state-imposed requirements. State-imposed requirements are indicated in the narrative of the text.

This policy supersedes *Workforce Services Directive Program Year (PY) 2013-17 Local Plans and Board Certification (Biennial and High Performing)* (WSD12-14), dated May 22, 2013. Retain this directive until further notice.

### REFERENCES

- WIOA (Public Law 113-128) Sections 106 and 107
- Title 20 *Code of Federal Regulations* (CFR): “WIOA; Notice of Proposed Rulemaking” (NPRM) Section 679.200 through 679.580
- *California Unemployment Insurance Code* (CUIC) Sections 14000 through 18012
- Department Of Labor Training and Employment Guidance Letter 14-15, Subject: *WIOA Requirements for Unified and Combined State Plans* (March 4, 2016)
- California’s Workforce Development Strategic Plan PY 2016-2019
- [WSD15-17](#), Subject: “*California WIOA Regional Planning Units (RPU)*” (February 24, 2016)
- [WSD15-14](#), Subject: “*WIOA Adult Program Priority of Service*” (January 22, 2016)
- [WSD15-12](#), Subject: “*WIOA Memorandums of Understanding(MOU)*” (January 20, 2016)

### BACKGROUND

This directive is intended to serve as guidance for the preparation of both local and regional workforce plans required by the WIOA. It begins by providing background on the relationship between State Plan, regional plans, and local plans, and gives an overview of the requirements

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

for regional and local plans. The California Workforce Development Board (State Board) intends to provide additional guidance and technical assistance materials pertaining to model local and regional partnerships as well as best practices both encouraged and recommended to Local Boards and their partners as they move forward to develop and implement their plans.

### **The State Plan and Its Relationship to Regional and Local Plans**

The State Plan is the controlling state policy document for regional and local plans. It sets the state's policy direction for these plans, and serves as a conceptual map for Local Boards and their partners as they jointly develop the regional and local plans required by WIOA.

Under the State Plan, state agencies and departments who are party to the State Plan are mandated to work jointly to ensure that relevant programs at the local level are carrying out the operational and policy commitments agreed upon during the planning process. Local Boards and their partners should review Chapter 5 of the State Plan and the corresponding partnership agreements which detail the commitments and responsibilities of the WIOA core programs as well as other State Plan program partners.

The State Board encourages and recommends broad and inclusive partnerships that include Community Based Organizations (CBOs) and non-profits. The State Board will grant considerable flexibility for Local Boards and their partners to determine the nature, scope, and depth of these partnerships based on local and regional needs and priorities provided that plans are consistent with the policy direction and goals of the State Plan, and that the needs of target populations identified in WIOA Section 24(A)-(M) are addressed either by local or regional plans.

State Plan content can be found here: [California WIOA Unified State Plan](#).

### **The Function of Regional Plans**

Regional plans and partnerships required by WIOA function under California's State Plan as the primary mechanism for aligning educational and training provider services with regional industry sector needs in California's fourteen WIOA Regional Planning Units (RPU)s. California state law requires coordination between the K-12, Community Colleges, and WIOA systems and requires the use of sector strategies as the operational framework for the state's workforce system. These two state mandated requirements are met under the State Plan by making federally required WIOA regional plans and partnerships the primary mechanism for aligning educational and training programs with regional industry sector needs. As such, the main aim of regional plans is the development of "regional sector pathway" programs by which we mean the identification, utilization, and servicing of career pathway programs aligned with regional industry sector needs in each of the RPU)s.

## *Regional Sector Pathways*

The purpose of “regional sector pathways” is to ensure that demand industries in each region are having their workforce needs met while also ensuring that students, workers, and other individuals, including individuals from populations with barriers to employment, have the opportunity to develop the requisite skills in-demand in their respective regional labor markets, and that the proper remediation and other supportive services are available to ensure participants can succeed. Regional sector pathway programs should ultimately result in the attainment of industry recognized postsecondary credentials by those who complete these programs.

The State Board recognizes that completing “regional sector pathway” programs will take longer for some individuals (e.g., those with basic skills related challenges) than it will for others. Nevertheless, it is the intent of the State Plan that regional partners develop regional sector pathway programs in a manner that makes relevant training and education programs accessible for those who face barriers to employment, including individuals from target populations. As a result, regional partners will need to not only identify relevant regional sector pathways, but also partner to provide the services needed to ensure the successful completion of pathway programs by those who enter them. Local Boards and their partners should develop partnerships with relevant organizations and CBOs who specialize in providing services to target populations to help ensure that individuals from relevant target populations can participate in regional sector pathway programs and that career pathway programmatic elements are in place to meet the needs of target populations. For example, including the Department of Rehabilitation and Independent Living Centers in partnership efforts will help ensure the physical and programmatic accessibility of these programs for individuals with disabilities.

## *Regional Organizing and Planning Efforts*

Regional sector pathways are expected to be identified and developed through regional planning and organizing efforts that involve industry sector leaders, organized labor, community colleges, K-12 programs, Adult Schools, Adult Education Block Grant (AEBG) Consortia, regionally organized Local Boards operating jointly in RPUs, CBOs, business associations, and regional economic development agencies. Regional planning efforts may involve a broader group of partners and efforts should be inclusive, taking into consideration the characteristics, demographics, and nature of each region so as to ensure that relevant stakeholders have an opportunity to provide input to and feedback on the regional plan and the regional sector pathways emphasized by the regional plan.

To reduce duplication of effort, regional organizing and planning efforts undertaken under WIOA are expected to be informed by, aligned with, and build upon other relevant regional planning efforts undertaken by planning partners. Existing regional planning by AEBGs and Community College consortia, and SlingShot coalitions, for example, could serve to inform WIOA planning efforts and coordination activities between the partners. Any regional planning efforts conducted prior to the passage of WIOA or issuance of state Regional and Local Planning

guidance can serve as a foundation for WIOA regional planning to the extent that prior plans are relevant to and consistent with the intent and policy requirements of WIOA regional plans. In addition, Local Boards and their required partners can economize their efforts by incorporating already completed planning work in their plans. Specifically, the task of identifying regional sector pathway programs should build upon any existing regional efforts in this area, especially those involving industry sector leaders and training and education providers, as long as the pathways identified have clear relationship to regional labor market needs and have been or will be validated by relevant industry sector employers as part of regional planning efforts. Pathways emphasized in regional plans are expected to have a clear labor market rationale for their inclusion in the regional plan.

### **The Function of Local Plans**

Under the State Plan, the primary purpose of local workforce plans and partnerships is to facilitate access to workforce services at the local level. While WIOA Section 106 regional plans and partnerships are specifically focused on constructing a regional training and education architecture that aligns with regional labor markets, individuals will access and experience this regional workforce architecture primarily through local service delivery efforts, principally those of WIOA partners operating in the America's Job Center of California (AJCC) system, formally known as a One-Stop Career Centers, but potentially through other partners of the workforce system as well. In this regard, it is typically at the local level where services will be integrated, resources will be braided and supportive services will be provided to individuals being served by the partners.

#### *Program Alignment, Integrated Services, Braided Resources, and Upskilling On-Ramps*

Local workforce development plans are required to ensure a baseline level of WIOA core program alignment compliant with federal regulations at the local level, in and through AJCCs (the state's One-Stop system) so that core program and mandated services are coordinated, and when appropriate, integrated to make accessible a menu of customizable services available to customers on the basis of their needs (e.g., programs should be accessible to individuals with disabilities and those that are Limited English Proficient (LEP), and, in general, should be customer-centered such that customers can access the relevant services for which they are eligible). Additionally, AJCCs are required to operate as an access point for "regional sector pathway" programs. As such, local plans and AJCC MOUs should reflect the strategic vision of the relevant WIOA RPU regional plan such that AJCCs are operating as an "on ramp" or "gateway" to the "Regional Sector Pathways" programs either built-out or identified through the regional planning process. In developing these "on ramps," Local Boards should consider alternative ways to provide services and the necessary supports to guarantee access for members of populations with barriers to employment to ensure that they move through the system seamlessly.

Under the California State WIOA Plan, AJCCs will continue to provide the full menu of One-Stop services, including services now known under WIOA as "career services," and AJCCs will continue to provide as labor exchange services, especially for those dislocated workers who do

not need further training to reenter the labor market. However, the State Plan mandates a greater emphasis on treating AJCCs as an access point for education and training services for those who want and need them. Moreover, local plans and AJCC MOUs must provide more emphasis on coordinating and aligning program services across WIOA core programs to best serve relevant client populations. To this end, Local Boards and their partners should review Chapter 5 of the State Plan and the corresponding partnership agreements, as these detail the commitments and responsibilities of State Plan program partners that are directly associated with local plans and AJCC MOUs.

## POLICY AND PROCEDURES

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### WIOA Regional Plan Requirements

WIOA Section 106(c) “Regional Coordination” identifies eight RPU requirements, referred to, hereafter as the “A-H RPU” requirements. A-H RPU requirements include the following:

- The preparation of a regional plan.
- The establishment of regional service strategies, including use of cooperative service delivery agreements.
- The development and implementation of sector initiatives for in-demand industry sectors or occupations for the region.
- The collection and analysis of regional labor market data (in conjunction with the State).
- The establishment of administrative cost arrangements, including the pooling of funds for administrative costs, as appropriate, for the region.
- The coordination of transportation and other supportive services, as appropriate, for the region.
- The coordination of services with regional economic development services and providers.
- The establishment of an agreement concerning how the planning region will collectively negotiate and reach agreement with Governor on local levels of performance for, and report on, the performance accountability measures described in WIOA Section 116(c), for the Local Workforce Development Area(s) (Local Area) or the planning region.

\*Note that WIOA section 106 also makes clear that local plans are considered part of the regional plan and are submitted with Regional Plans to the state for approval.

## Notice of Proposed Rulemaking Regulations

Section 679.500-580 of the NPRM regulations provides additional guidance on Regional Plan elements, and the preparation, submission, and modification of the Regional Plans. Required planning elements essentially mirror the A-H RPU requirements from WIOA Section 106 and reiterate that local plans need to be submitted with regional plans. The NPRM regulations also make clear that the regional planning process must be open to the public. Relevant language from the regulations pertaining to the public comment and plan modification process are as follows:

- Local Boards representing each Local Area in the planning region must provide an opportunity for public comment on the development of the Regional Plan or subsequent plan modifications before submitting the plan to the Governor. To provide adequate opportunity for public comment, the Local Boards must do the following:
  - Make copies of the proposed Regional Plan available to the public through electronic and other means, such as public hearings and local news media.
  - Include an opportunity for comment by members of the public, including representatives of business, labor organizations, and education.
  - Provide no more than a 30-day period for comment on the plan before its submission to the Governor, beginning on the date on which the proposed plan is made available.
  - The Local Boards must submit any comments that express disagreement with the plan to the Governor along with the plan.

Consistent with WIOA Section 107(e), the Local Board must make information about the plan available to the public on a regular basis through electronic means and open meetings.

- At the end of the first 2-year period of the 4-year local plan, the Local Boards within a planning region, in partnership with the appropriate Chief Elected Official(s) (CEO), must review the Regional Plan and prepare and submit modifications to the Regional Plan to reflect changes:
  - In regional labor market and economic conditions.
  - Other factors affecting the implementation of the local plan, including but not limited to changes in the financing available to support WIOA Title I and partner-provided WIOA services.

### Special Note on Accessibility for Individuals with Disability

Under WIOA Section 188 public meetings and publically disbursed information pertaining to regional plan content must be made accessible to individuals with disabilities to ensure an opportunity for full and equal participation in the regional planning process.

## State Law Requirements Relevant to Regional Planning

State law requires the State Board to implement additional standards for certifying high-performing Local Boards. In order to be considered eligible for HPB certification, a Local Board is required meet all regional planning requirements of the federal law and State Plan [CUIC 14200(3)(A)-(B)].

Other HPB certification criteria would require local planning with the following entities:

- Key stakeholders, including the major employers and industry groups from the relevant regional economy and organized labor.
- Partners in K–12 education, career technical education, the community college system, other postsecondary institutions, and other Local Areas operating in the relevant regional economy [See Unemployment Insurance Code 14200 (4)-(5)].
- Partnerships with Department of Labor programs, including Youth Build and Job Corps programs, and California Conservation corps programs and their local affiliates [as required by pending legislation Assembly Bill (AB) 2719].

Local plans are considered to be part of the regional plan under federal law and regulation. Local plans can demonstrate that they involve key stakeholders, including the major employers and industry groups from the relevant regional economy and organized labor, and can demonstrate that they account for the entire workforce training pipeline for the relevant regional economy, including partners in K–12 education, career technical education, the community college system, other postsecondary institutions, and other Local Areas operating in the relevant regional economy by making use of regional planning efforts that meet these very same criteria provided that the relevant local plan demonstrates operational alignment with the strategic objectives of the respective Regional Plans, the Regional Plans were developed with the relevant required stakeholders enumerated directly above, and the local plan demonstrates some level of coordination with the partners enumerated in the HPB certification criteria.

## State Plan Requirements Relevant to Regional Planning

The State Plan provides additional requirements for WIOA Regional Plans in the following areas:

- Required Regional Partners
- Development of Regional Sector Pathways
- Industry-Valued Post-Secondary Credential Attainment
- Accessibility and Inclusivity
- Job Quality Considerations
- Regional Assessment



## Required Regional Planning Partners

Under the State Plan, the required regional partners for developing and implementing the regional plans are as follows:

- Industry sector leaders, including associations, business organizations, and organized labor from the region's priority industry sectors.
- Regionally organized Local Boards.
- Local economic development agencies.
- Regional consortia of community colleges.
- Regional consortia of adult education providers, (including both WIOA Title II and other state-funded adult education and basic skills programs).
- Representatives of K-12 Career and Technical Education (CTE) programs funded by either federal Perkins funds or various state-specific CTE funding streams, when relevant county offices of education and other local educational agencies determine that participation will benefit the students participating in regional CTE programs.

Additional regional partners may also include the Employment Training Panel (ETP), the Department of Rehabilitation (DOR), Independent Living Centers, the Assistive Technology Network, county welfare agencies, as well as community groups with experience representing and serving individuals with barriers to employment.

- Per the State Plan, and agreement between DOR and the State Board, Local Boards are required to invite DOR to participate in WIOA regional planning efforts, particularly any regional planning efforts pertaining to employer engagement, and in particular, coordinated efforts to engage federal contractors to take advantage of "503" hiring requirements.
- Boards are also encouraged to contact ETP and County Welfare agencies and invite them to participate in regional planning efforts.
- The State Board further recommends that Local Boards in single county RPUs make it a priority to engage County Welfare programs at the RPU/County level so as to reduce duplicative efforts between Local Boards and county-operated Temporary Assistance for Needy Families (TANF)/CalWORKs programs.

Attachment 1 provides a map of RPU boundaries and details assigned RPU regional planning partners. This attachment does not provide an exhaustive list of organizations that may participate in regional planning efforts, but it does identify the regional planning partners required under the State Plan.



### *Regional Planning Partner Modification*

Should RPUs, Community College Regional Consortia, or AEBG consortia disagree with the required regional planning partners noted in Attachment 1, they may jointly petition the State Board, California Community Colleges Chancellor's Office, and California Department of Education for a regional planning modification. Petitioners must provide an evidence-based rationale for the alternate planning relationships identified in the proposal and must enumerate an itemized list of alternate regional planning partners. The proposal for alternative regional planning partners must include data and analysis that address all of the following:

- An explanation as to why the state assigned partners detailed in Attachment 1 are inappropriate for regional planning purposes.
- Shared regional industries of focus.
- Commute patterns of workforce.
- Prior regional collaborations strategies and outcomes.
- A signed agreement by the proposed regional planning partners that identifies the proposed alternate planning partners.

Regional Planning Modification petitions which propose to alter RPU, College Consortia, or AEBG consortia boundaries will not be accepted. The modification process is provided as a means to propose alternate partnership relations between systems, not change the required partnerships within systems. Essentially the modification process is designed to allow for feedback on the assigned partnerships identified in this regional planning guidance and provide for a mechanism for making alterations concerning partnership across systems if this guidance has failed to identify the most appropriate planning partners. More detail on the procedure for petitioning for a planning variance will be forthcoming.

Regional planning may include additional partners not specified in Attachment 1, including partners technically outside of the RPU boundaries where such coordinated planning activity makes sense for local and regional operational reasons. There is no need to submit a Regional Planning Partner Modification to do so. Modification requests are only necessary in those instances where there is a proposal to not include assigned regional planning partners in the planning process.

### *Required Regional Plan Content*

Under the State Plan, regional plans must be developed as vehicles to implement three of the seven policy strategies emphasized in the State Plan:

- Sector strategies
- Career pathways
- Regional partnerships

These three policy strategies are discussed at length in Chapter 3 and Chapter 5 of the State Plan [hyperlink]), and the regional plan requirements detailed below are directly relevant to efforts to bring these strategies together in regional efforts to build “regional sector pathways.”

#### *Requirements Pertaining to Identification and Development of Regional Sector Pathways*

Working with the planning partners identified above, Local Boards in RPUs are required to identify, develop, prioritize, service, and feed “regional sector pathway” programs. To this end, regional plans must include the following:

- A description of the way planning partners, including local economic development agencies, assessed regional industry workforce needs, including a description of the data sources utilized, the industry leaders engaged, and the manner in which industry engagement took place, including a summary of any relevant convening activities, the dates partners met, who attended, and what was decided.
- An analysis of the manner in which regional partners, including industry leaders, have determined, or will determine whether existing training and education programs in the region were/are meeting industry’s workforce needs. This analysis should provide a description of any areas of identified training and education deficiency and what planning partners have committed to do to resolve relevant deficiencies.
- A description of any existing career pathway programs in the region that have been identified as meeting leading and emergent industry sector needs. This description should specifically articulate the manner in which industry participated in the identification of relevant pathways.
- A description of the work being done by industry, workforce boards, economic development agencies, and relevant faculty partners to recommend and implement any necessary adjustments to further develop career pathway programs that meet regional industry needs

#### *Requirements Pertaining to Industry-Valued Post-Secondary Credential Attainment*

Under the State Plan, regional sector pathway programs should result in the attainment of industry-valued and recognized postsecondary credentials that are portable and aligned with regional workforce needs. As a result, all regional plans are required to identify the following:

- The process used to determine industry-valued and recognized postsecondary credentials, including a description of the process taken to insure industry leads this discussion.
- The current industry-valued and recognized postsecondary credentials being emphasized in the regional plan and the process that will be used to ensure their relevance in subsequent years as labor markets change.

- The manner in which regional partners, including industry leaders determined that the relevant credentials are actually industry valued.
- The relevant training and education providers providing the credentials.
- How the regional planning partners will establish regional goals for, and track attainment of industry recognized credentials produced in each region, including each Local Board's contribution, and the total contribution of industry recognized credentials produced by the partners collectively in the RPU

Attachment 2 provides the State Board's policy statement and framework for identifying industry recognized credentials. Regional partners must develop their approach to both credentials and regional career pathways with this framework in mind.

### *Requirements Pertaining to Accessibility and Inclusivity*

Regional sector pathway programs must be flexibly designed and include, as appropriate, remedial programming, so as to allow individuals with barriers to employment and other WIOA target populations, including those with limited basic skills and limited English proficiency, an ability to work their way along these pathways. Regional sector pathway programs must be designed to allow participation of individuals with disabilities. As a result, all regional plans are required to provide the following:

- A description of the manner in which AEBG consortia participated in the WIOA regional planning process.
- An analysis of the need for basic skills education in the RPU with an enumeration of the estimated number of individuals being served and the types of basic skills services offered in the RPU.
- An analysis of the way basic skills education will be integrated into regional sector pathways programs emphasized by the regional plan, including an analysis of any strategies to serve members of the regional population who have limited English proficiency.
- A description of regional efforts to streamline and coordinate intake, assessment, and referrals of individuals needing basic skills remediation.
- An analysis of the ways in which RPU partners, including Local Boards, Community Colleges, Adult Schools, and AEBG consortia will ensure program and physical accessibility and participation in regional sector pathway programs for individuals with disabilities.
- As appropriate, an analysis of the need for, and a description of the means by which regional partners will work together to place individuals enrolled in TANF/CALWORKS in regional sector pathway programs.

- An analysis of the way regional program partners will work together to provide supportive services to individuals enrolled in regional sector pathways programs.
- A description of the role of CBOs, such as Independent Living Centers, in helping provide services to and integrating individuals with barriers to employment into region sector pathway programs, including participation in program development, outreach, and the provision of specialized supportive services for relevant target populations.
- A description of the process Local Boards and their partners will use to retain individuals in relevant programs as they work their way through the career pathway progressing into livable wage jobs and careers.

### *Requirements Pertaining to Job Quality*

State law directs the State Board to develop strategies that help people enter and retain employment and emphasizes the development of policies that lead to “placement in a job providing economic security or job placement in an entry-level job that has a well-articulated career pathway or career ladder to a job providing economic security” (CUIC Section 12013). State law defines these jobs as those that provide, “a wage sufficient to support a family adequately, and, over time, to save for emergency expenses and adequate retirement income, based on factors such as household size, the cost of living in the worker’s community, and other factors that may vary by region. State law and the State Plan both make clear that sector initiatives and career pathways programs should focus efforts on moving people into jobs that provide economic security. As a result, all regional plans are required to provide the following information:

- A description of the projected earnings of those employed in occupations directly related to the regional sector pathway programs identified in the regional plan.
- A comparison of the foregoing wage levels to the median wage in the relevant RPU.

The State Board recognizes that not all jobs are good jobs and that education and training alone will not solve the problem of poverty. There is a hidden cost to low wage work that is ultimately borne by communities, particularly communities of color and immigrant populations. The State Board is committed to developing a workforce system that enables economic growth and shared prosperity on the basis of innovation, quality, and skills attainment rather than low wages, contingent employment, and low or no benefits. As such, State Plan partners and providers covered by the plan should make it a priority to work with employers who offer jobs with good wages and benefits, support for ongoing skills training and employee advancement, good working conditions (including paid sick days, paid family leave, and paid medical or short-term disability leave), and adequate hours with predictable schedules that enable employees to meet their family caregiving commitments. As a result, all regional plans are required to provide the following information:

- A description of the way each of the Local Boards in the RPU will prioritize working with employers who offer jobs with good wages and benefits.

- A description of the process Local Boards will take to implement incumbent worker training strategies to ensure progression along career pathways.

#### *Additional Requirements Pertaining to Regional Assessment*

The State Plan requires regional partners to determine the extent to which persons receiving training and education services aligned with regional industry needs in each RPU are actually obtaining employment in occupations and sectors directly related to their programs of study. Developing this capacity will require creativity and the development of an operational plan for collecting relevant information. As a consequence, all regional plans are required to provide the following information:

- How the regional partners in the RPU will work together to track training-related employment for individuals entering the labor market.

#### **Additional Requirements Being Issued/Clarified At this Time**

A significant share of the California population is foreign born, including several million individuals in the workforce who are Limited English Proficient. Regional plan content pertaining to the analysis of and provision of services to target populations and/or individuals with barriers to employment must assess and address the need to provide services to the foreign born and limited English proficient individuals. This requirement must be addressed specifically in any sections of the regional plan that deal with the provision of services to individuals with basic skills challenges.

#### **State Plan Requirements that Meet Federal A-H Regional Plan Requirements**

State board staff have reviewed and compared State Plan requirements with WIOA Section 106 A-H requirements and have determined that RPUs that meet State Plan requirements for their regional plan may be able to simultaneously meet a number of the federal regional plan requirements. As RPUs develop their plans they should consider the following:

- RPUs that meet the State Plan requirements pertaining to the identification and development of regional sector pathway programs will meet federal regional plan requirements pertaining to the development and implementation of sector initiatives for in-demand industry sectors or occupations in the region.
- RPUs that meet the State Plan program and physical accessibility and inclusivity requirements for regional plans will meet the federal requirement for the establishment of regional service strategies if the RPU develops a cooperative service delivery agreement that does any of the following:
  - Seamlessly integrates basic skills programs in the RPU with regional sector pathways programs emphasized by the regional plan so that students with basic

- skills challenges can enter, participate in, and successfully move along regional sector pathway programs.
  - Achieves streamlined, coordinated intake, the use of a common assessment tool, and coordinated referral for individuals needing basic skills remediation.
  - Ensures program and physical accessibility, the coordinated provision of services, and participation in regional sector pathway programs for individuals with disabilities.
  - Provides coordinated supportive services to, and enrolls TANF/CALWORKS participants in, regional sector pathway programs.
- RPU plans that meet State Plan requirements to provide an analysis of the way regional program partners will work together to provide supportive services to individuals enrolled in regional sector pathways programs will meet federal requirements pertaining to the coordination of transportation and other supportive services so long as supportive services are actually provided in a coordinated fashion and this coordination is described in the plan and detailed in a regional MOU. A regional plan that provides coordinated supportive services to, and enrolls TANF/CALWORKS in, regional sector pathway programs will also meet this federal requirement so long as supportive services are actually provided in a coordinated fashion and this coordination is described in the plan and detailed in a regional MOU.
- RPU plans that meet the State Plan requirements to provide a description of the way planning partners, including local economic development agencies, assessed regional industry workforce needs will meet federal requirements pertaining to the collection and analysis of regional labor market data as long as they specify how labor market provided by the state informed their assessment of regional labor market needs.
- RPUs can meet the federal requirements pertaining to the coordination of services with regional economic development agencies provided that they meet the State Plan requirements to involve economic development agencies in regional efforts to develop regional sector pathways and provided that economic development agencies' services and priorities help determine the sectors emphasized in the RPU's regional plan.
- RPUs can meet the federal requirements pertaining to the establishment of administrative cost arrangements, including the pooling of funds for administrative costs, as appropriate, for the region if they can demonstrate, through an agreed to MOU that they have pooled resources to meet any of the State Plan requirements for RPUs specified in this planning guidance.

## Local Planning Requirements

*WIOA, NPRM, and State Law*

The State Board has reviewed the federal statute, NPRMs regulations, and state law, and determined that the requirements for local plans enumerated in these three sources are currently consistent, though pending state legislation (AB 2719) would add additional state planning requirements for local plans. The disposition of the bill will be known by September 30, 2016, and if passed and signed by the Governor will become effective January 1, 2017.

The guidance sections that follow detail federal requirements, review additional requirements in pending legislation and the State Plan, and then specify areas where Local Boards can meet these local plan requirements by being strategic in the way they draft regional and local plans.

### *Federal Requirements*

Federal statute and regulations require that local plans provide information in thirteen general areas which including the following:

- Analytical background concerning the regional economy, labor market needs, and the workforce and education system operating in the region.
- A cohesive statement pertaining to the vision, goals, and strategy of the Local Board and its partners.
- Detail on local program alignment to implement State Plan policy strategies.
- Detail on a number of specified services and service delivery strategies.
- Required Information Pertaining to AJCCs.
- Required Information Pertaining to Specific Programs, Populations, and Partners.
- Relevant Information Pertaining To Grants and Grant Administration.
- Relevant information pertaining to performance goals.
- Relevant information pertaining to HPB efforts.
- Relevant information on training activities.
- Public transparency, accessibility, and inclusivity information.
- Relevant information pertaining to common intake and case management efforts.
- Other miscellaneous information requirements.

Greater detail for these federal local plan requirements is set forth in the sections that follow.

### *Analytical Background Requirements*

Analytical background concerning the regional economy, labor market needs, and the workforce and education system operating in the region. For reasons explained further on in the guidance, these local plan requirements will be submitted as part of the regional plan, and not for each local plan. According to WIOA, the relevant background information must include the following:

- A regional analysis of economic conditions including existing and emerging in-demand industry sectors and occupations; and employment needs of employers in existing and emerging in-demand industry sectors and occupations; a Local Area may use an existing analysis, which is a timely current description of the regional economy, to meet the foregoing requirements.
- An analysis of the knowledge and skills needed to meet the employment needs of the employers in the region, including employment needs in in-demand industry sectors and occupations.
- An analysis of the regional workforce, including current labor force employment and unemployment data, information on labor market trends, and educational and skill levels of the workforce, including individuals with barriers to employment. Target populations include the following:
  - Displaced homemakers.
  - Low-income individuals.
  - Indians, Alaska Natives, and Native Hawaiians, as those terms are defined in Section 3221 of Title 29 of the United States Code.
  - Individuals with disabilities, including youths who are individuals with disabilities.
  - Older individuals.
  - Ex-offenders.
  - Homeless individuals, as defined in Section 14043e-2(6) of Title 42 of the United States Code, or homeless children and youths, as defined in Section 11434a(2) of Title 42 of the United States Code.
  - Youth who are in, or have aged out of, the foster care system.
  - Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers.
  - Eligible migrant and seasonal farmworkers, as defined in Section 3322(i) of Title 29 of the United States Code.
  - Individuals within two years of exhausting lifetime eligibility under Part A of Title IV of the Social Security Act (42 U.S.C. Section 601 et seq.).
  - Single parents, including single, pregnant women.
  - Long-term unemployed individuals.

[Reference WIOA Section 24(A)-(M)]
- An analysis of workforce development activities, including education and training, in the region. This analysis must include the strengths and weaknesses of workforce development activities and capacity to provide the workforce development activities to



address the education and skill needs of the workforce, including individuals with barriers to employment, and the employment needs of employers.

### *Vision, Goals, and Strategy Statement*

A cohesive statement pertaining to the vision, goals, and strategy of the Local Board and its partners. This statement must include the following:

- A description of the Local Board’s strategic vision to support regional economic growth and economic self-sufficiency. This must include goals for preparing an educated and skilled workforce (including youth and individuals with barriers to employment), and goals relating to the performance accountability measures based on WIOA performance indicators described in 20 CFR NPRM 677.155(a)(1). Vision, goals, and strategy must be linked to the analytical background information.
- Taking into account analyses described above, a strategy to work with the entities that carry out the core programs and other required partners to align resources available to the Local Area, to achieve the strategic vision of the local plan.

### *Local Program Alignment to Implement State Plan*

Required detail on local program alignment to implement State Plan policy strategies includes the following:

- A description of the workforce development system in the Local Area that identifies programs included in the system.
- How the Local Board will support the seven policies identified in the State Plan and will work with the entities carrying out core programs and other workforce development programs, including programs of study authorized under the *Carl D. Perkins Career and Technical Education Act of 2006* (20 U.S.C. 2301 *et seq.*) to support service alignment and implement the policy strategies emphasized in the State Plan.

### *Information on Specified Services and Service Delivery Strategies*

Required detail on specific required services and service delivery strategies includes the following:

A description of the ways the Local Board will work with entities carrying out core programs to expand access to employment, training, education, and supportive services for eligible individuals, particularly eligible individuals with barriers to employment. Target populations identified in WIOA Section 24(A)-(M).

- A description of the way the Local Board will facilitate the development of career pathways and co-enrollment, as appropriate, in core programs.
- A description of the way the Local Board will improve access to activities leading to a recognized post-secondary credential (including a credential that is an industry-recognized certificate or certification, portable, and stackable).
- A description of the way Local Boards and their partners will facilitate engagement of employers in workforce development programs, including small employers and employers in in-demand industry sectors and occupations.
- A description of the way Local Boards and their partners will support a local workforce development system that meets the needs of businesses in the Local Area.
- A description of the way Local Boards and their partners will better coordinate workforce development programs and economic development.
- A description of the way Local Boards and their partners will strengthen linkages between the AJCC delivery system and unemployment insurance programs.

The foregoing may provide a description of the way Local Boards and their partners will implement initiatives such as incumbent worker training programs, on-the-job training programs, customized training programs, industry and sector strategies, career pathways initiatives, utilization of effective business intermediaries, and other business services and strategies designed to meet the needs of regional employers. These initiatives should support the strategy the Local Board will use to work with entities carrying out core programs to expand access to employment, training, education, and supportive services for eligible individuals, particularly eligible individuals with barriers to employment.

### Information Pertaining to AJCCs

Local plan requirements pertaining to AJCCs include the following:

- A description of the way the Local Board will ensure the continuous improvement of eligible providers of services through the system and that such providers will meet the employment needs of local employers, workers, and jobseekers.
- A description of the way the Local Board will facilitate access to services provided through the AJCC delivery system, including in remote areas, through the use of accessible technology and other means.
- A description of the way entities within the AJCC delivery system, including AJCC operators and the AJCC partners, will comply with WIOA Section 188, if applicable, and applicable provisions of the *Americans with Disabilities Act of 1990* (42 U.S.C. 12101 *et seq.*) regarding the physical and programmatic accessibility of facilities, programs and

services, technology, and materials for individuals with disabilities, including providing staff training and support for addressing the needs of individuals with disabilities.

- A description of the roles and resource contributions of the AJCC partners.
- The inclusion as an appendix in each Local plan of copies of executed cooperative agreements which define how all local service providers, including additional providers, will carry out the requirements for integration of and access to the entire set of services available in the local AJCC system. This includes cooperative agreements (as defined in WIOA Section 107[d][11]) between the Local Board or other local entities described in WIOA Section 101(a)(11)(B) of the *Rehabilitation Act of 1973* (29 U.S.C. 721[a][11][B]) and the local office of a designated State agency or designated State unit administering programs carried out under Title I of such Act (29 U.S.C. 720 et seq.) (other than Section 112 or part C of that Title 29 U.S.C. 732, 741 and subject to Section 121[f]) in accordance with Section 101(a)(11) of such Act (29 U.S.C. 721[a][11]) with respect to efforts that will enhance the provision of services to individuals with disabilities and to other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination.

#### *Specific Programs, Populations, and Partners*

Information requirements pertaining to specific programs, populations, and partners includes the following:

- An examination of how the Local Board will coordinate local workforce investment activities with regional economic development activities that are carried out in the Local Area and how the Local Board will promote entrepreneurial skills training and microenterprise services.
- A description and assessment of the type and availability of adult and dislocated worker employment and training activities in the Local Area.
- A description of how the Local Board will coordinate rapid response activities carried out in the Local Area
- A description and assessment of the type and availability of youth workforce activities in the Local Area including activities for youth who are individuals with disabilities. Include successful evidence-based models of such activities.
- How the Local Board will coordinate relevant secondary and post-secondary education programs and activities with education and workforce investment activities to coordinate strategies, enhance services, and avoid duplication of services.

- How the Local Board will coordinate WIOA Title I workforce development activities with the provision of transportation and other appropriate supportive services in the Local Area.
- Plans, assurances, and strategies for maximizing coordination, improving service delivery, and avoiding duplication of Wagner-Peyser Act (29 U.S.C. 49 et seq.) services and other services provided through the AJCC delivery system.
- How the Local Board will coordinate WIOA Title I workforce development activities with adult education and literacy activities under WIOA Title II. This description must include how the Local Board will carry out the review of local applications submitted under title II consistent with WIOA secs. 107(d)(11)(A) and (B)(i) and WIOA Section 232.

*Required Information Pertaining To Grants and Grant Administration*

Relevant information pertaining to grants and grant administration includes the following:

- An identification of the entity responsible for the disbursement of grant funds described in WIOA Section 107(d)(12)(B)(i)(III), as determined by the CEO or the Governor under WIOA Section 107(d)(12)(B)(i).
- The competitive process that will be used to award the subgrants and contracts for WIOA Title I activities.

*Performance Goals*

The local plan should describe the levels of performance negotiated with the Governor and CEO consistent with WIOA Section 116(c), to be used to measure the performance of the Local Area and to be used by the Local Board for measuring the performance of the local fiscal agent (where appropriate), eligible providers under WIOA Title I subtitle B, and the AJCC delivery system in the Local Area. Additional information from the State Board on performance negotiation will be forthcoming.

*Federal High Performance Board (HPB) Requirements and Local Plans*

Under state law the next certification for HPB status will take place midway through the implementation of WIOA regional and local plans (2019). Further information from the State Board on certification criteria for HPB status under state law will be forthcoming, but Local Boards should note that the use of the term “high performing board” under state law is broader than it is under federal law and was developed to encourage Local Boards to adopt a number of statutorily identified best practices, many of which involve comprehensive planning efforts with education partners and alignment with regional labor market needs.

Under the federal law, the local plan is required to describe the actions the Local Board will take toward becoming or remaining a high performing board, consistent with the factors

developed by the state in accordance with the requirements of WIOA Section 101(d)(6). Relevant Local Plan content will need to identify how Local Boards will assess the effectiveness and continuous improvement of AJCCs as well as how they will comply with state-issued AJCC policies specified in the following policy directives:

- [WSD15-14](#) - WIOA Adult Program Priority of Service
- [WSD15-12](#) - WIOA Memorandums of Understanding

The AJCC certification/assessment policy for measuring continuous improvement has not yet been developed but under the State Plan the criteria to be used for assessment/certification of AJCCs will include the following:

- An assessment of leadership, planning and collaboration (how well are core programs involved and aligned?).
- An assessment of customer-focus and customer-centered design (do clients get the services they need?).
- An assessment of the manner in which the AJCC will enable skills attainment leading to industry recognized credentials and degrees (does the AJCC help move those with barriers to employment on a path to skills development?).
- An assessment of the way the AJCC will use data for continuous improvement (do AJCC operators utilize performance data to improve service delivery?).
- An assessment of professional development and staff capacity building (are frontline staff trained on the requirements of WIOA, the policies required under the State Plan, and to provide high quality, customer-focused services?).
- An assessment of employer engagement and focus on high growth sectors (is programming aligned with regional labor market dynamics?).
- An assessment of physical and programmatic accessibility for individuals with disabilities.

Local Plans should provide a narrative description of the way they will assess the effectiveness of their AJCC in each of the foregoing areas.

#### *Training Activity*

The local plan should describe how training services outlined in WIOA Section 134 will be provided through the use of individual training accounts. If contracts for training services will be used, the local plan must include a description of how the use of such contracts will be coordinated with the use of individual training accounts, and how the Local Board will ensure informed customer choice in the selection of training programs regardless of how the training services are to be provided.

## *Transparency, Accessibility, and Inclusivity*

The Local plan should describe the process used by the Local Board, consistent with WIOA Section 108(d), to provide a 30-day public comment period prior to submission of the plan, including an opportunity to have input into the development of the local plan, particularly for representatives of businesses, education, and labor organizations. There should be a concerted effort to engage representatives from the local community in this process, and reasonable accommodation should be made to include representatives from target populations, including accommodation for individuals with language needs and individuals with disabilities. Under WIOA Section 188 and relevant regulations, public meetings and publically disbursed information pertaining to local plan content must be made accessible to individuals with disabilities to ensure an opportunity for full and equal participation in the local planning process.

## *Intake and Case Management*

The local plan should describe how AJCCs are implementing and transitioning to an integrated, technology-enabled intake and case management information system for programs carried out under WIOA and by AJCC partners. The State Board recognizes that efforts to move in this direction are somewhat contingent on state-led data-sharing and coordination efforts between core programs. For purposes of this section, please describe how Local Boards currently handle intake and case management and whether their existing approach allows for the tracking of co-enrolled individuals across WIOA core programs and other programs party to the State Plan.

## *Other Miscellaneous Requirements*

Other local plan requirements include the following:

- The direction given by the Governor and the Local Board to the AJCC operator to ensure priority for adult career and training services will be given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient consistent with WIOA Section 134(c)(3)(E) and 20 CFR NPRM Section 680.600.
- The local plan should identify the portions that the Governor has designated as appropriate for common response in the regional plan where there is a shared regional responsibility, as permitted by 20 CFR NPRM Section 679.540(b).
- Comments submitted during the public comment period that represent disagreement with the plan must be submitted with the local plan.

## *Pending State Legislation*

AB 2719 (Eduardo Garcia, pending, 2016) would require that Local Boards include the following entities in Local planning efforts pertaining to the development and implementation of career pathways:

- Adult Education consortiums.
- School districts.
- Schools operating in partnership with United States Department of Labor programs (Job Corps, Youth Build, and California Conservation Corps).
- Community colleges.

### State Plan Requirements for Local plans

The State Plan adds four requirements for local plans:

- Local plans must specify how Local Boards will work with WIOA Section 166 grantees to include in their local plans their strategies to provide Indian and Native Americans equal access to AJCC services.
- Local plans must specify how Local Boards will work with WIOA Section 167 grantees to include in their local plans their strategies to provide eligible Migrant Seasonal Farmworkers equal access to AJCC services.
- Local plans must specify how Title II program applicants will be given access to local plans for purposes of reviewing the local plan and developing Title II applications for funding. Local Plans must also specify how the Local Board will carry out the review of Title II grant applications to determine whether such applications are consistent with the local plan, and how Local Boards will make recommendations to the eligible agency to promote alignment with the local plan, as described in WIOA secs. 107(d)(11)(A) and (B)(i) and WIOA sec. 232.
- Local plans must specify how AJCCs will serve as an on-ramp for the regional sector pathways emphasized in the corresponding regional plan.

### State Adjustments to Local Plan Requirements Based on the NPRMs

20 CFR NPRM Section 679.540(b) grants the state the ability to issue planning guidance that transfers local plan requirements into the regional plan whenever there is a shared regional responsibility. The State Board is availing itself of this flexibility to reduce duplication of effort and reduce the workload of Local Boards wherever federal and state regional plan requirements substantially overlap WIOA local plan requirements. Accordingly, the State Board has determined the following:

- Regional Labor Market, Economic, and Background Analyses required in local planning efforts is unnecessary provided that the corresponding RPU background analyses meet the information requirements for local plan content. As a consequence the State Board is directing Local Boards to work with their partners to develop a common background analysis that meets the informational specifications of the local plan background

analysis and simply place this information in the regional plan. The required informational elements are as follows:

- A regional analysis of economic conditions including existing and emerging in-demand industry sectors and occupations; and employment needs of employers in existing and emerging in-demand industry sectors and occupations; RPU partners may use an existing analysis, which is a timely current description of the regional economy, to meet the foregoing requirements.
- An analysis of the knowledge and skills needed to meet the employment needs of the employers in the region, including employment needs in in-demand industry sectors and occupations.
- An analysis of the regional workforce, including current labor force employment and unemployment data, information on labor market trends, and educational and skill levels of the workforce, including individuals with barriers to employment.
- An analysis of workforce development activities, including education and training, in the region. This analysis must include the strengths and weaknesses of workforce development activities and capacity to provide the workforce development activities to address the education and skill needs of the workforce, including individuals with barriers to employment, and the employment needs of employers.
- Local plan content requirements pertaining to career pathways, postsecondary credential attainment, coordination with economic development agencies, employer engagement, sector strategies, and coordination with secondary and postsecondary institutions may simply indicate the way local services and operations are integrated into broader RPU efforts in each of these areas so long as broader RPU efforts in these areas are developed in consultation with required planning partners.
- Local Boards may propose to handle any other local planning requirement through collective regional efforts so long as there is an agreement for shared responsibility with other Local Boards in the RPU for collectivizing the relevant function(s). Such efforts are encouraged, though contingent on State Board approval.

### **Additional Planning Partners**

Per the State Plan, the State Board encourages and recommends broad and inclusive partnerships, that include Community Based Organizations (CBOs) and non-profits, but the State Board will grant considerable flexibility for Local Boards and their partners to determine the nature, scope, and depth of these partnerships based on local and regional needs and priorities provided that plans are consistent with the policy direction and goals of the State Plan, and that the needs of target populations emphasized in the federal law in WIOA Section 24(A)-(M) are addressed either by local or regional plans.



## **Additional Requirements Being Issued/Clarified At this Time**

A significant share of the California population is foreign born, including several million individuals in the workforce who are Limited English Proficient. Local plan content pertaining to the analysis of and provision of services to target populations and/or individuals with barriers to employment must assess and address the need to provide services to the foreign born and limited English proficient individuals. This requirement must be addressed specifically in any sections of the local plan that deal with the provision of services to individuals with basic skills challenges.

## **PY 2017-2020 Strategic Four Year Local Plan Format**

The RPUs and Local Boards should arrange their completed regional and local plans in the following order:

1. Cover Page
2. RPU Regional Plan
  - a. List of Regional Partners Who Are Party to the Plan
  - b. Regional Economic and Background Analysis
  - c. Required Content on Regional Sector Pathways
  - d. Required Content on Industry-Valued Post-Secondary Credential Attainment
  - e. Required Content on Accessibility and Inclusivity
  - f. Required Content on Job Quality Considerations
  - g. Required Content on Regional Assessment
  - h. A description of the manner federal WIOA regional plan requirements not covered by the State Plan required content are being met
  - i. Any Regional MOUs or Cooperative Service Agreements between RPU partners
  - j. Any Community College and AEBG Related Attachments to the regional plan, including Strong Workforce Program regional plans required as part of AB 1602 (Assembly Budget Committee, Chapter 24, Statutes of 2016)
3. Local plans for All the Local Areas in the RPU; each local plan will contain the following:
  - a. A cohesive statement pertaining to the vision, goals, and strategy of the Local Board and its partners
  - b. Required detail on local program alignment to implement State Plan policy strategies
  - c. Required detail on specified services and service delivery strategies
  - d. Required Information Pertaining to AJCCs, including the following State Plan requirements for local plans:

- Detail specifying how Local Boards will work with WIOA Section 166 grantees to include in their local plans their strategies to provide Indian and Native Americans equal access to AJCC services.
- Detail specifying how Local Boards will work with WIOA Section 167 grantees to include in their local plans their strategies to provide eligible Migrant Seasonal Farmworkers equal access to AJCC services
  - Detail specifying how AJCCs will serve as an on-ramp for the regional sector pathways emphasized in the corresponding regional plan
- e. Required Information Pertaining to Specific Programs, Populations, and Partners
- f. Relevant Information Pertaining To Grants and Grant Administration
- g. Relevant information pertaining to performance goals
- h. Relevant information pertaining to HPB efforts
- i. Relevant information on training activities
- j. Public Transparency, Accessibility, and Inclusivity information
- k. Relevant information pertaining to common intake and case management efforts
- l. Other miscellaneous information requirements, including the State Plan requirement that Local Boards specify how Title II program applicants will be given access to local plans for purposes of reviewing the local plan and developing Title II applications for funding
- m. Local Board Assurances
- n. List of Comprehensive AJCC and AJCC Partners in the Local Area
- o. AJCC MOU Local Area Grant Recipient Listing
- p. Copy of Local Board Bylaws
- q. Program Administration Designee and Plan Signatures
- r. Public comments received that disagree with the regional and local plan.

All regional and local plans will be reviewed by a team of readers that may include representatives from the State Board, Employment Development Department (EDD) Regional Advisors, and other state partners such as the State Board of Education, the California Department of Education, and the Department of Rehabilitation. Upon review, the State Board will send each Local Board a letter by July 1, 2017, advising them of the approval status of the local plan for PY 2017-20.

*Submission Requirements and Deadline for Regional and Local Plan(s)*

***Regional and local plans must be submitted to the State Board no later than March 15, 2017. Each RPU and Local Boards within the RPU must submit one package that includes the following:***

- **One electronic version of the regional plan and local plan(s) in a pdf format copied to a compact disc**
- **One original of the regional plan and each local plan(s) with the original signatures of the RPU Local Board Chairs and the CEO(s) or their designated alternates**
- **Three copies of the regional plan and each local plan(s)**

**If local approval cannot be achieved by the submission deadline, the Local Board must submit at least one copy of the unsigned plan by the due date and provide a detailed explanation for the signature absence(s) and the date by which the signed original and copies will be sent. A signed copy must be submitted no later than June 1, 2017. Electronic copies of the signature approval page will be accepted and should be sent to [Daniel.Patterson@cwdb.ca.gov](mailto:Daniel.Patterson@cwdb.ca.gov), Attention: Regional and Local Plans.**

**\*Note that alternates must be formally designated by official action of their respective Local Board or locally approved policy.**

**(Also Note, alternates must be formally designated by official action of their respective Local Board or locally approved policy.)**

## **ACTION**

Share this directive with all relevant parties. All local/regional plans should be received by the State Board no later than 5:00 p.m., on March 15, 2017. All submittals shall be mailed or hand-delivered to the following:

Mail	California Workforce Development Board Attn: Regional/Local Plan PO Box 826880, MIC 45 Sacramento, CA 94280
Hand Delivered	California Workforce Development Board Attn: Regional/Local Plan 800 Capitol Mall, Suite 1022 Sacramento, CA 95814

## INQUIRIES

If you have any questions, contact your Regional Advisor at 916-654-7799 and/or the State Board at 916-324-3425.

JOSÉ LUIS MÁRQUEZ, Chief  
Central Office Workforce Services Division

Attachments are available on the internet:

1. [Local and Regional Planning Partners](#)
2. [Credentials Framework for Regional Planning Guidance](#)
3. [Regional and Local Plan Guide](#)
4. [Assurances](#)
5. [Local Area Grant Recipient Listing](#)
6. [Bylaws Cover Page](#)
7. [Program Administration Designee and Plan Signatures](#)
8. [Public Comments Cover Page](#)
9. [Regional Plans Cover Page](#)

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**FINAL STATE LEVEL W-PA AND WIOA TITLE IB AND PROPOSED LWDA  
PERFORMANCE GOAL NEGOTIATIONS FOR PY 2016 AND PY 2017**

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GENERAL INSTRUCTIONS

The attached directive is being issued in draft to give the Workforce Development Community the opportunity to review and comment prior to final issuance.

Submit any comments by email or mail no later than **August 16, 2016**.

All comments received within the comment period will be considered before issuing the final directive. Commenters will not be responded to individually. Rather, a summary of comments will be released with the final directive.

**Comments received after the specified due date will not be considered.**

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**Email**      [Loren.Shimanek@cwdb.ca.gov](mailto:Loren.Shimanek@cwdb.ca.gov)

Include "Draft Directive Comments" in the e-mail subject line.

**Mail**          CWDB  
Attn.: Loren Shimanek  
P.O. Box 826880 / MIC 45  
Sacramento, CA 94280-0001

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If you have any questions, contact Loren Shimanek at (916) 657-1459.

# D FINAL STATE LEVEL W-PA AND WIOA TITLE IB AND PROPOSED LWDA PERFORMANCE GOAL NEGOTIATIONS FOR PY 2016 AND PY 2017

## EXECUTIVE SUMMARY

This policy provides the guidance and establishes the procedures regarding the final state level Wagner-Peyser Act (W-PA) and State level *Workforce Innovation and Opportunity Act* (WIOA) Title IB Adult, Dislocated Worker, and Youth program performance goals for Program Year (PY) 2016-17 and PY 2017-18. Also provided is guidance on negotiating local workforce development area (LWDA) Adult, Dislocated Worker, and Youth program performance for PY 2016-17 and PY 2017-18.

The California Workforce Development Board (State Board) intends to negotiate Title IB primary indicators for PY 2016-17 and PY 2017-18 with LWDA through a negotiation process with representatives of Regional Planning Units (RPU). This provides LWDA and RPU information on the negotiation process. This policy applies to the Employment Development and all LWDA, and is effective on the day of issuance.

This policy contains some state-imposed requirements. All state-imposed requirements are indicated by ***bold, italic*** type.

Retain this directive until further notice.

## REFERENCES

- WIOA Sec. 116 (b) and (c)
- WIOA Sec. 503
- Department of Labor (DOL) Employment and Training Administration (ETA), Department of Education (ED) Office of Career, Technical, and Adult Education (OCTAE) and Rehabilitation Services Administration (RSA) [20 CFR Part 677](#) "Workforce Innovation and Opportunity Act; Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions; Final Rule"

- DOLETA [20 CFR Part 679](#) “Workforce Innovation and Opportunity Act; Final Rule”
- DOL Training and Employment Guidance Letter (TEGL) [No. 26-15](#), “Negotiating Performance Goals for the Workforce Innovation and Opportunity Act (WIOA) Title I Programs and the Wagner-Peyser Employment Service as amended by Title III, for Program Year (PY) 2016 and PY 2017”

## BACKGROUND

*Workforce Innovation and Opportunity Act (WIOA) Sec. 116 (b)* requires the State to reach an agreement with the Secretary of Labor on state level performance goals for the *Wagner-Peyser Act*, and WIOA Title IB Adult, Dislocated Worker, and Youth programs for the two program years of performance accountability beginning on July 1, 2016.

The process by which state level goals have been negotiated began with the submission of proposed goals in the WIOA Unified State Plan (state plan). The proposed goals, along with the submitted state plan, were open to a 30-day public comment period. The proposed goals were based on estimates using available WIA participant data and WIOA proposed federal regulations on definitions of “participant,” and timelines for data to be used in adjusting performance levels for the purposes of performance accountability.

The state plan was approved, establishing proposed goals for W-PA and WIOA Title IB Adult, Dislocated Worker, and Youth primary indicators that have not been determined as “baseline” indicators. On June 29, 2016, DOLETA, ED OCTAE and RSA (Departments) provided joint–guidance for performance accountability via [TEGL 26-15](#), including information on method, process, and timelines to negotiate *proposed* goals to *adjusted* goals using the legislatively mandated statistical adjustment model. Underlying this guidance was an understanding from the Departments that the statistical adjustment model will be a work-in-progress as WIOA participant data will be collected over the course of two program years. There is, however, enough participant data collected from WIA participant records that provide feasible levels of current and estimated performance for the employment, wage, and credential attainment primary indicators. (For an explanation and definition of baseline indicators, negotiation process, and use of the statistical adjustment model, please refer to TEGL 26-15.)

The state used the statistical adjustment model provided by the Departments as a baseline to assess potential performance goal levels within the policy context developed through the state plan. The policy context to establish performance levels based on current and projected performance levels seeks to enable local areas in their planning efforts to provide industry-relevant skills attainment to participants who face barriers to employment. Increasing percentages of participants from identified target populations helps develop the state’s vision to build and sustain regional sector pathways and prepare a workforce for in-demand middle skill jobs. The rationale and subsequent data-driven analysis also sought to establish a baseline



for continuous improvement in the workforce education and training system and ensure a return on targeted investments.

In July 2016, DOL informed the State Board of its desire to schedule negotiations and complete negotiations by August 15, 2016. The goals negotiated with DOL (Attachment A) will be the baseline for state negotiations with local areas.

WIOA Section 116 (c) states that the Local Workforce Development Board (LWDB), chief elected official, and the Governor shall negotiate and reach agreement on the local levels of performance for the same time periods as the state negotiated goals for the primary indicators of performance.

The primary indicators of performance to be negotiated are the following:

- Adult, Dislocated Worker, and Youth
  - The percentage of program participants who are in unsubsidized employment during the second quarter after exit from the program (for Title I Youth, the indicator is participants in education, or training activities or employment in the 2nd quarter after exit).
  - The percentage of program participants who are in unsubsidized employment during the fourth quarter after exit from the program (for Title I Youth, the indicator is participants in education, or training activities or employment in the 4th quarter after exit).
  - The percentage of program participants who attain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent, during participation in or within 1 year after exit from the program.
- Adult and Dislocated Worker only
  - The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program.

The median earnings indicator was proposed for Title I Youth in the state plan, but due to insufficient data for use in the adjustment model, the Departments determined Youth median earnings to be a “baseline” indicator.

Baseline indicators are indicators for which local areas will not propose an expected level of performance in the Local Plan submission for PY 2016 or PY 2017 and will not need to come to agreement with the state on negotiated levels of performance. Baseline indicators include Adult, Dislocated Worker, and Youth “measurable skill gains” and “employer effectiveness” (as well as Youth “median earnings”). Even though “Baseline” indicators will not be negotiated and will not be used to determine failure to achieve adjusted levels of performance for purposes of performance accountability, local areas are expected to collect data and report on these

indicators of performance. The state will issue guidance and provide technical assistance for the collection and reporting of these indicators.

In accordance with WIOA sec. 107(d)(9), which requires that locals negotiate performance, CFR 679.510(a)(1)(viii) requires an agreement between LWDBs and chief elected officials for how a planning region will collectively negotiate and reach agreement with the Governor on local levels of performance.

The state has identified 14 Regional Planning Units (RPU) for the purposes of WIOA strategic planning, and the State Board will negotiate local area goals through a negotiation process with each RPU.

## POLICY AND PROCEDURES

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***This directive publishes the final state level Wagner-Peyser Act (W-PA) and Workforce Innovation and Opportunity Act (WIOA) Title IB Adult, Dislocated Worker, and Youth program performance goals for Program Year (PY) 2016-17 and 2017-18 (See Attachment).***

***This directive also provides guidance for negotiating LWDA performance goals for the Adult, Dislocated Worker, and Youth programs for PY 2016-17 and 2017-18.***

***For the first two program years covered in the local plan, local areas will negotiate and reach agreement with the Governor on local levels. The objective of the negotiations process is to define local performance targets that are aligned with current economic indicators, reflect local area service strategies and local achievements, while at the same time building on the overall system goal of continuous improvement for our clients and customers, providing the greatest return on workforce investments, and enabling the regional planning implementation of WIOA by providing industry-relevant skills attainment framework for individuals with barriers to employment.***

***As the primary contact for performance negotiations, the State Board will negotiate performance goals for all 46 LWDA's for PY 2016-17 and 2017-18 through their designated RPUs using the state level goals as a baseline for negotiations, as well as other analytical tools and resources that will help establish representative performance levels, such as the statistical adjustment model provided by US DOLETA.***

***Local areas must come to agreement within their RPUs on a method for negotiating collectively. If an RPU is a single LWDA, then that LWDA is solely responsible for regional negotiations.***

***Local areas within a RPU may develop their own collective method and provide proposed adjusted levels of performance keeping in mind the following:***

1. **Local areas will be held accountable for local level negotiated performance. However, PY 2016-17 negotiated performance will not be used for performance accountability purposes.**
2. **Local areas must negotiate as an RPU.**
3. **Local areas within an RPU must provide a data-driven rationale for how local areas goals are established.**
4. **RPUs are not held accountable to negotiated goals, but local areas should consider an RPU negotiated level of performance in developing local area goals.**
5. **State level goals are a baseline for negotiations and should be considered as a point of comparison for how local areas and RPUs propose goals.**
6. **The state level credential attainment goals for Adult, Dislocated Worker, and Youth are being proposed as local area goals for PY 2016.**
7. **Local areas may select any number of representatives from the RPU to negotiate goals.**
8. **An RPU must provide a single point of contact for communication and coordination with the state board.**
9. **Employment Development Department Performance and Reporting staff will be invited to attend all performance negotiations.**

**Please provide the contact information of the RPU single point of contact prior to scheduling negotiations. Negotiations will be scheduled the week of August 29 to September 2, 2016 with an option of continuing negotiations September 12-16, 2016.**

**All local area negotiations must be completed no later than September 30, 2016.**

**All LWDAs must enter into negotiations with the State through a collective RPU process to establish performance levels that will be used as a benchmark for future performance accountability.**

**Local areas will have the opportunity to renegotiate PY 2017-18 in the fourth quarter of PY 2016-17, following the state's negotiation with DOLETA and the approval of their local and regional plans.**

**A data-driven analysis supporting the preferred method of regionally negotiating performance goals must be documented and included in RPU regional plans. Data, such as**

*past and current program performance, de-identified program participant data by barrier to employment or training type, and data that informs the regional economic analysis may be used to support the establishment of performance goals. The analysis should consider, to the extent possible, how performance is connected to service delivery strategies, expected percentages of target populations to be served, and providing skills attainment to prepare workers for regional sector pathways.*

## ACTION

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This directive should be called to the attention of the Chief Elected Official (CEO), LWDB, local area administrators, and staff.

## INQUIRIES

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If you have any questions about this policy, please contact Loren Shimanek at [Loren.Shimanek@cwdb.ca.gov](mailto:Loren.Shimanek@cwdb.ca.gov) or by phone at (916) 657-1459.

/S/ JOSÉ LUIS MÁRQUEZ, Chief  
Central Office Workforce Services Division

Attachment is available on the internet:

[Attachment A – PY 16-17 & 17-18 W-PA and WIOA Title IB Adult, Dislocated Worker, and Youth Negotiated Performance Goals](#)

**California's WIOA Title IB & Wagner-Peyser Negotiated Performance Goals  
Program Years 2016-17 and 2017-18**

PY 2016-17 Performance Goals					
	Adults	Dislocated Workers	Wagner-Peyser *	Youth	
Employment Rate 2nd Quarter After Exit	65.0%	68.0%	53.7%	62.4%	Employment or Placement Rate 2nd Quarter After Exit
Employment Rate 4th Quarter After Exit	62.5%	66.5%	53.7%	64.2%	Employment or Placement Rate 4th Quarter After Exit
Median Earnings 2nd Quarter After Exit	\$4,957	\$7,308	\$4,862	BASELINE	Median Earnings
Credential Attainment within 4 Quarters After Exit	52.9%	60.0%	N / A	54.7%	Credential Attainment within 4 Quarters After Exit

PY 2017-18 Performance Goals					
	Adults	Dislocated Workers	Wagner-Peyser *	Youth	
Employment Rate 2nd Quarter After Exit	68.0%	71.0%	56.7%	65.4%	Employment or Placement Rate 2nd Quarter After Exit
Employment Rate 4th Quarter After Exit	65.5%	69.5%	56.7%	67.2%	Employment or Placement Rate 4th Quarter After Exit
Median Earnings 2nd Quarter After Exit	\$5,157	\$7,523	\$5,162	BASELINE	Median Earnings
Credential Attainment within 4 Quarters After Exit	55.9%	63.0%	N / A	57.7%	Credential Attainment within 4 Quarters After Exit



## GRANT APPLICATION OPPORTUNITY AMERICA'S PROMISE JOB DRIVEN GRANT

On June 6, 2016, the Department of Labor announced the availability of \$100 million in grant funds for America's Promise Driven Grant program.

The purpose of America's Promise Driven Grant program is to fund projects that provide high-quality, tuition-free education and job training to unemployed, underemployed, and incumbent workers to help them pursue or advance in middle-skilled to high-skilled employment in H-1B industries and occupations. The funding will expand or create partnerships between employers, economic development, workforce development, and community-based organizations that make a commitment to creating skilled employment pipelines. Approximately \$100 million will be available to 20-40 projects ranging from \$1 million to \$6 million.

Eligible applicants include local workforce investment systems, education and training providers, and business-related nonprofit organizations. Projects must include partnerships with a minimum of five employers or a regional association (which includes at least five employers), and all of the following:

- Regional workforce investment system
- Regional economic development agencies
- Education and training providers

Applications must be submitted by **August 25, 2016** to be considered for funding.

For more information about this grant opportunity, please visit the [grants.org](http://grants.org) website.

/S/ JOSÉ LUIS MÁRQUEZ, Chief  
Central Office Workforce Services Division