



VISION: The Workforce needs of employers and job seekers in San Luis Obispo County are met

**NOTICE OF SPECIAL MEETING OF THE
WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE**

NOTICE IS HEREBY GIVEN that the Executive Committee of the Workforce Development Board will hold a Special Meeting on Wednesday, March 23, 2023, at 8:00 am. The purpose of the meeting is to consider the special meeting agenda which is listed below. This Notice is given by order of Isiah Gomer, Chairperson of the Workforce Development Board.

Dated: March 24, 2023.

Date: March 29, 2023

Time: 8:00 AM – 10:00 AM

Location: DSS, 3433 S Higuera Street- Room 101, San Luis Obispo

MEMBERS:

Isiah Gomer

Chairperson
Paso Robles
Waste & Recycle

William Hills

Vice Chairperson
United Staffing
Associates, LLC

Josh Cross

Atascadero
Chamber of
Commerce

Verena

**Latona-
Tahlman**

Cannon
Corporation

Justin McIntire

Department of
Rehabilitation

1. **Call to Order and Introductions** *Gomer*
2. **Public Comment**
3. **Consent Items:** *Gomer*
 - 3.1 Approve the January 11, 2023 Minutes
4. **Action Items:**
 - 4.1 Review and Approve the Draft WDB SLO Local Plan *Dawn Boulanger*
 - 4.2 Review and Approve the Draft Regional Plan *Dawn Boulanger*
 - 4.3 Review and Approve Revision to Local Policy 07-19 Supportive Services *Diana Marin*
 - 4.4 Review and Approve WIOA AJCC RFP Selection Committee Vendor Recommendation and Authorize WDB Staff to Commence Contract Negotiations *Diana Marin*
 - 4.5 Receive Scope of Work and Accept the Division of Apprenticeship Standards Grant Funds *Dawn Boulanger*
 - 4.6 Receive Scope of Work and Accept High Road Training Partnership Grant Funds *Dawn Boulanger*
5. **Reports:**
 - a) Chairperson's Report *Gomer*
 - b) Board Member Workforce Development Updates *All Members*
6. **Administrative Entity Updates:**
 - 6.1 Receive and Review Fiscal Budget Update *Dawn Boulanger*
 - 6.2 Receive and Review Rapid Response Update *Tony Girolo*
7. **Next Meeting:** *Gomer*
 Wednesday, April 12, 2023 8:00 AM
 Location: DSS, 3433 S Higuera Street- Room 101, San Luis Obispo
8. **Adjournment** *Gomer*

Public Comment: Members of the public may address the committee on items appearing on the agenda. The public may also address items of interest to the committee which are within the jurisdiction of the WDB. However, in compliance with Government Code section 64954.3(a), the committee shall take no action on any item not appearing on the agenda. Speakers are asked to limit their remarks to a maximum of three minutes.

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**WORKFORCE DEVELOPMENT BOARD
of San Luis Obispo County
EXECUTIVE COMMITTEE MEETING MINUTES**

Date: Wednesday, January 11, 2023
Time: 8:00 AM – 10:00 AM
Location: Virtual Meeting Via Microsoft Teams

Present: Isiah Gomer, Justin McIntire, Verena Latona-Tahlman, Josh Cross

Absent: William Hills,

Staff: Dawn Boulanger, Diana Marin, Eddie Hernandez, Tony Girolo

Guest: Christina Kuhn, Jennifer Campos, Michael Specchierla

Committee approves a resolution authorizing the Workforce Development Board Executive Committee to hold teleconferenced public meetings due to the declaration of a natural disaster pursuant to AB-361. Item was added as an addendum to the packet.

1. Call to Order:

Chair Gomer: called the meeting to order at 8:04 A.M. **Quorum.**

2. Public Comment:

Chair Gomer: opened the floor for public comment period without response.

3. Consent Items:

3.1 Approve the October 12, 2022 Minutes

The Committee approves consent items 3.1 in a single motion

Motion: Justin McIntire

Second: Verena Latona-Tahlman

Abstentions: None

Motions Passed Unanimously

4. Action Items:

4.1 Review and Approve 2023 Executive Meeting Schedule

Dawn Boulanger (staff) presented the item which is available as part of the agenda.

Motion: Justin McIntire

Second: Josh Cross

Abstentions: None

Motion Passed Unanimously

5. Information/Discussion Items:

5.1 Receive update from Digital Outreach Ad Hoc Committee

Dawn Boulanger (staff) presented on behalf of Vice-Chairperson William Hills. Ms. Boulanger informed the committee that the Ad-Hoc Committee is near completion of their work and will soon be launching the SLO Cal Careers re-branding along with the SLO Cal Careers landing page. Ms. Boulanger also informed of the SLO Cal Careers co-branding with the WDB service providers. Finally, Ms. Boulanger reported that Full Capacity Marketing recommended that the WDB continue to consider digital marketing campaigns in the future as well as expansion of the SLO Cal Careers landing page to incorporate information about the WIOA Adult, Dislocated Worker, and Youth programs, as well as Business Services.

5.2 Receive update on Workforce Development Board Strategic Plan

Dawn Boulanger (staff) presented the item and informed the committee of Ad-Hoc committees being established to address the identified goals of the WDB strategic plan. Ad-Hoc committees will allow for more flexibility with meetings and membership when addressing goals. Ms. Boulanger also informed that the expectation is that each board member is to participate in at least one of the Ad-Hoc committees. Ms. Boulanger will be providing a descriptive summary for each Ad-Hoc committee, this will assist WDB members to decide which committee they would like to participate in.

6. Reports:

a) Chairman's Report: Nothing to report.

b) Board Member Workforce Development Updates: Josh Cross (member) reported that Atascadero Chamber has partnered with Eckerd and has had a positive experience with an On-the-Job Training (OJT) placement as well as a Work Experience (WEX) placement. Mr. Cross also highly encouraged members of the committee to engage and utilize all resources available at the local job center. Michael Specchierla (guest) updated the committee that SLO Partners, in partnership with RANTEC, are offering the Modern Manufacturing Bootcamp in June of 2023.

c) WIOA Services Addressing Individuals with Barriers to Employment:

Dawn Boulanger (staff) reported on current active grants which include the High Road Construction Careers (HRCC) and SB-1 grants. Both special grants are running the MC3 Pre-Apprenticeship program. Ms. Boulanger reported that Santa Barbara, Ventura, and SLO Counties will keep working closely with the local Building & Construction Trades to address local needs and goals. All three Workforce Boards will be requesting additional funding in order to continue providing the pre-apprenticeship programs that are currently running. Ms. Boulanger also informed the committee that she is currently working closely with the Division of Apprenticeship Standards (DAS) grant to finalize the Apprenticeship Expansion & Equity and Innovation Grant contracts. She expects to have updates on this grant soon.

Christina Kuhn (guest) updated the committee on the Breaking Barriers grant which was recently awarded. This funding will assist many individuals who do not meet the WIOA eligibility guidelines with employment services.

Michael Specchierla (guest) updated the committee on the K12 Strong Workforce grant. Mr. Specchierla stated that the grant has had a positive impact on dual enrollments with Cuesta College.

Lastly, Dawn Boulanger (staff) informed the committee of the collaboration with Santa Barbara County WDB for the Youth Build Grant. This grant will focus on assisting young adults into the building trades.

7. Administrative Entity Updates:

7.1 Receive and Review Fiscal Budget Update: Dawn Boulanger (Staff) reported on the Fiscal Budget which is available as part of the agenda.

7.2 Receive and Rapid Response Report: Diana Marin (staff) reported on Rapid Response which is available as part of the agenda.

8. Next Meeting:

March 8, 2023 at 8:00 A.M.

Location: 3433 S. Higuera Street- Room 101, San Luis Obispo, CA 93401

9. Adjournment:

Chair Gomer: adjourned the meeting at 10:00 A.M.

I, Eddie Hernandez, Clerk of the Executive Committee of the Workforce Development Board of San Luis Obispo County, do hereby certify that the foregoing is a fair statement of the proceedings of the meeting held Wednesday, January 11, 2023, by the Executive Committee of the Workforce Development Board of San Luis Obispo County.

Eddie Hernandez, Executive Committee Clerk

Dated: 3/24/2023

DRAFT

Workforce Development Board Executive Committee
ACTION ITEM
March 29, 2023

AGENDA ITEM NUMBER: 4.1

ITEM: REVIEW AND APPROVE THE WIOA LOCAL PLAN MODIFICATION FOR 2021-2024

ACTION REQUIRED: It is requested that the Workforce Development Board (WDB) Executive Committee review and approve the Workforce Development Board of San Luis Obispo County Local Plan Modification for PY 2021-2024 and authorize the Board Chair to sign all documents related to the Local Plan Modification submission.

SUMMARY NARRATIVE:

The Workforce Innovation and Opportunity Act (WIOA) required the development of a Local Plan to identify partnerships and facilitate access to workforce services at the local level. At the April 14, 2021 WDB Executive Committee meeting, members approved the San Luis Obispo County WDB Local Plan for program years 2021-2024. The Local Plan is in alignment with and in support of the California Workforce Development Board (CWDB) Unified Strategic Workforce Development Plan and the South Central Coast Regional 4-year Plan. The WDB's Local Plan reflects development of collaborative efforts with Department of Social Services/CalWORKs and CalFresh, the Department of Rehabilitation and Tri Counties Regional Center, Adult Education and County Child Support Services as well as other community agencies as invested partners in the workforce development system. The plan focuses on identifying new and innovative approaches to increase educational and employment opportunities for job seekers throughout all partner agencies, career pathway development and increased employer input to ensure workforce services are in line with business needs.

On October 27, 2022, the Employment Development Department (EDD) released Workforce Services Directive 22-05 requiring a Modification to the 2021-2024 Local and Regional Plans. The Local Plan Modification was to provide an update from the changing economic landscape impacted by the COVID-19 pandemic and re-examine partnerships with WIOA core partners and community service providers.

The attached Local Plan Modification (Attachment 1) was updated with partner input that was collected through outreach including direct email, public notice posting in the Tribune, and public posting on the WDBSLO. An open public comment period is being held February 27, 2023, through March 29, 2023. All comment received will be included with the submission of the Local Plan to the State. Public Comment will be integrated into the Local Plan Modification as applicable. The Local Plan Modification contains a population overview and needs assessment of these partnerships and identifies strategies to strengthen the collaboration between WIOA programs and the agencies serving these populations in the County.

BUDGET/FINANCIAL IMPACT:

There is no financial impact.

Staff Comments:

Upon approval of the WDB, the Local Plan Modification will be submitted to the State Employment Development Department (EDD) and to the County Board of Supervisors for consideration and approval in May 2023.

Please Note: A copy of the Local Plan Modification with appendices is available as an addendum to this agenda packet on our website: www.SLOworkforce.com



**Workforce Innovation and Opportunity Act
(WIOA)
Local Plan Two Year Modification Program
Years 2021-2024**

Local Workforce Development Area:

Name: Workforce Development Board of San Luis Obispo County
(WDBSLO)

Date of Submission: March 31, 2023

Contact Person: Dawn Boulanger, WDBSLO Director

Contact Person's Phone Number: (805) 781-1835

Executive Summary

The Workforce Development Board of San Luis Obispo (WDBSLO) is a division within the Department of Social Services. This modification to the WDBSLO Local Plan is submitted in accordance with EDD Directive WSD22-05 issued on October 27, 2022 as required under the Workforce Innovation and Opportunity Act (WIOA), and guides the Program Years 2022-24.

The Local Plan is a WIOA requirement that aims to demonstrate operational alignment with the strategic objectives outlined in the accompanying Regional Plan, promote coordination with local partners, and showcase key service delivery strategies. This local plan explores the extent of braided resources, support provided to relevant workforce system partners, and strategic partnerships.

This modification to the WDBSLO Local Plan both reviews and updates the local operational systems and processes stemming from the vision outlined in the Regional Plan. The Local Plan for 2021-2024 covered a range of topics, with an emphasis on CalFresh Employment and Training services; coordination with Local Child Support Agencies (LCSAs); alignment of the Comprehensive Integrated Employment (CIE) Blueprint and serving those with developmental and intellectual disabilities; supporting frontline staff in digital fluency, distance learning, and cultural competencies; Rapid Response and Layoff Aversion Activities.

In the early days of the COVID shutdown, blanket waivers were granted to public assistance recipients temporarily suspending requirements to participate in work programs. As the economy has opened up, the unemployment rate in San Luis Obispo County has returned to very low levels. Once again, public assistance recipients are over-represented in WIOA Title I programs. As these waivers begin to expire, the America's Job Center of CA (AJCC) is expecting participation rates to increase and the collaboration with the Department of Social Services will continue to innovate in response.

Coordination and collaboration with local workforce partners to accomplish the vision laid out in the Regional Plan is a key component of the Local Plan. This Local Plan highlights some of the key cooperative agreements and core partnerships defined under WIOA section 121, including WIOA Title II, WIOA Title III, WIOA Title IV, and Carl Perkins Technical Education.

This Two-Year Modification to the Local Plan for 2021-2024 was developed with input and support from key stakeholders, ensuring that the vision and goals outlined in this plan are aligned with local partners.

WIOA Core and Required Partner Coordination

How Local Boards and AJCC partners will coordinate the services and resources identified in their MOU, as outlined in WSD18-12 (PDF), WIOA Memorandums of Understanding.

The Workforce Development of San Luis Obispo County (WDBSLO) has one comprehensive AJCC comprised of co-located partner programs of the WIOA Title I Adult, Dislocated Worker and Youth services, TANF services, and CALWORKs Expanded Subsidized Employment (ESE) services. The California Employment Development Department (EDD) leases an office space adjacent to the AJCC and EDD staff provide integrated services alongside WIOA Title I and TANF staff at the AJCC. Access to AJCC services is also available through a north county CalWORKs ESE program office location. The AJCC conducts weekly participant orientation sessions that include a multitude of partners representing services of the co-located AJCC programs, the WIOA MOU partners, and relevant community service partners. These orientation sessions are aimed at informing the community of services available and providing instruction on how to access them. The AJCC also holds quarterly partner meetings to which all WIOA MOU partners are invited. Additional community partners are invited as well. Discussion topics at these meetings typically include information on services available, any current needs or trends, as well as aligning services to avoid duplication and increase staff awareness of available resources and how to make a direct referral or connect customers to the various services.

Additionally, a committee of WIOA MOU partners and other community service providers worked together with the WDB to create and publish the [Workforce Services Resource Guide](#) for San Luis Obispo County, which is available on the WDB website. This Resource Guide includes job-seeker services available in the community, how to access them, and applicable basic eligibility requirements of the services stated. The digital version of the guide is updated regularly. Print versions of the guide are periodically published and disseminated throughout the community. WIOA participant data is managed in CalJOBS where information is included in case files regarding participation in other services. The AJCC is working to strengthen an electronic referral system at the AJCC that facilitates communication between WIOA services and community services to track referrals and follow-up and engagement in partner programs. WDB and WIOA service provider staff regularly participate in various meetings throughout the County to stay informed of services available and continue to provide updates on WIOA services to the community.

A new partner was officially added to the 2022 revision of the local WIOA MOU, the Southern California American Indian Resource Center. This organization had been participating in the quarterly AJCC partners meetings and engaging with AJCC and partner staff for the prior year and now have signed on as an official MOU partner.

How the Local Board and AJCC partners will work towards co-enrollment and/or common case management as a service delivery strategy, as outlined in WSD19-09 (PDF), Strategic Co-Enrollment – Unified Plan Partners.

Through the meetings and events described above, WIOA service provider staff and WDB staff remain closely in-tune with the services available throughout the County as well as how and where to access them. WIOA service provider staff use a common referral form to exchange and follow-up on referrals made to and from partners. Single points of contacts are identified across the many service agencies to support a smoother referral hand-off. From these single contact points, customer can access services from a partner with a particular staff or meeting time already scheduled rather than simply calling or showing up to inquire about services.

As a small local area there is great support of partnership and co-enrollment in various services. This allows us to efficiently leverage funding and services of various providers that address different needs. Individuals may participate in career services through the AJCC while also receiving housing, childcare, or counseling support from other entities. The emphasis of our local area goes beyond co-enrollment to truly providing co-case management of participants. As we do not have a shared data system among community service providers, the communication between case managers of various programs is key to developing shared case plans where each entity can identify the aspects of a customer's service plan they can address. WIOA service providers enter all information in CalJOBS via case notes and activity codes to document any partner services customers are participating in. A Universal Release of Information Form is utilized throughout the County. This form has been approved by County Counsel such that County government entities (such as Mental Health Services, Probation or Social Services) can all utilize this same form to share customer information among service providers as the customer indicates. This uniformity greatly supports seamless and coordinated service delivery amongst programs.

WIOA service providers work closely with the Department of Rehabilitation, for example, to identify how to best enhance services and funding from each program to meet the needs of the customer. Through the quarterly AJCC partner meetings described above, case managers have the opportunity to further develop working relationships with partners delivering services throughout the community. WIOA programs have also aligned standardized testing (such as TABE or CASAS) to align with those used by the local Adult Education and Community College. This means that skills assessments from other providers can be utilized across different partners, thus decreasing duplication of assessments for customers. The Workforce Service Resource Guide mentioned above also serves as an excellent tool to inform service provider staff of additional services and how to quickly connect customers with those services.

How the Local Board and AJCC partners will facilitate access to services provided through the one-stop delivery system, including in remote areas, through the use of technology and other means.

The AJCC has made notable strides in providing virtual services. While this was largely catapulted by the COVID-19 pandemic, requiring an abrupt shift to online and virtual services, the AJCC had previously established several mechanisms to provide access to services. Before the pandemic, access to services through webinars and video conferencing was available through the AJCC technology in the training room. This allowed staff to conduct workshops that others could join virtually from external locations. More recently the AJCC has transitioned several monthly workshops to happen online through live video conferencing or hybrid options for in-person or virtual attendance options. Career coaching session can also happen virtually in small groups or one-on-one sessions with AJCC staff. The AJCC service provider also has a YouTube channel with a variety of recorded seminars, workshops, and resources available to view. With the reopening of the economy, a hybrid service model has been adopted. Customers can attend in person or receive instruction remotely per their choice.

The AJCC system promotes a variety of partner services offering access to reliable internet. This includes libraries, which are offering wi-fi hot spots for use at no cost as well as public schools offering wi-fi onsite for individuals to access. The Workforce Services Resource Guide also contains a listing of free internet access spots and shared workspace locations available throughout the County. The CALWORKS ESE partner program has a facility in the north County where individuals can access AJCC services as well. Local internet service providers have low cost internet access options that are promoted through the AJCC to inform customers. In addition to remote service delivery, WIOA enrollment is now available completely online through CalJOBS. Customers can upload documents and digitally sign required forms. AJCC system staff have wi-fi hot spots and laptops that allow them to deliver services across the community as well, and not just at the AJCC facility.

Through a Regional Plan Implementation Grant, the South Central Coast region launched a basic computer skills training that is available through adult education partners throughout the County at no cost to customers. These digital literacy efforts will continue through RPI 5.0.

How the Local Board and AJCC partners will coordinate workforce and education activities with the provision of appropriate supportive services.

WIOA service providers work closely with Adult Education providers and the Community College in aligning education services with employment services to transition individuals from learning to work. Supportive services are delivered based on the individual need of WIOA enrolled customers. Support services identified as necessary to participate in or complete an education or training program are provided through WIOA services. Partner resources are first examined when considering the need for supportive services, to determine if or where the need may be met elsewhere to best leverage WIOA funds. This effort helps to fill any gaps in supportive services that may not be available in the immediate community. WIOA customers are provided services beyond completion of education and training programs to support them through job search, interview, and ultimately placement in unsubsidized employment. Targeted outreach to Community College students nearing completion of their educational programming is done by the AJCC system to engage individuals in AJCC system services and provide assistance in the transition from education to employment.

How the Local Board and AJCC partners will comply with WIOA Section 188 and applicable provisions of the Americans with Disabilities Act of 1190 regarding the physical and programmatic accessibility of facilities, programs and services, technology, and materials for individuals with disabilities, as outlined in Nondiscrimination and Equal Opportunity Procedures (WSD17-01)

The WDBSLO complies with the WIOA Section 188 and applicable provisions of the ADA. For example, the AJCC offers wheelchair accessible desks, technology for the visually impaired, and a TTY machine. Compliance is monitored locally on an annual basis in order to ensure that all facilities and programs meet or exceed the accessibility guidelines. Additionally, a close partnership with DOR enables any customer who requires accommodation to leverage the resources of that agency in order to receive training.

State Strategic Partner Coordination

How the Local Board will coordinate with County Health and Human Services Agencies and other local partners who serve individuals who access CalFresh Employment and Training services.

The WDBSLO, CalFresh, and CalWORKs are all programs under the umbrella of the Department of Social Services (DSS). Under this structure, collaboration across programs is relatively easy as staff all belong to the same department. CalWORKs and WIOA programs currently share a Memorandum of Understanding (MOU) that outlines organizational cooperation and responsibilities. A TANF representative staff of DSS is co-located at the AJCC to provide access to all TANF services, including CalFresh and CalWORKs. Additionally, the CalWORKs Expanded Subsidized Employment (ESE) program is also co-located at the AJCC. A recent increase in enrollment in the CalWORKs ESE program has led to an increase in WIOA co-enrollments with DSS. Co-enrollments from CalWORKs ESE into WIOA continue to On-the-Job Training (OJT), classroom training and/or unsubsidized employment.

The WDBSLO has organized several stakeholder meetings, which have revealed that the high costs of living, lack of affordable housing, and lack of public transportation continue to be a challenge for many individuals. These challenges have helped bring job quality and upward career mobility to the forefront of discussions. Emphasis on family-sustaining wages, upward mobility, and benefits are infused in virtually every effort and collaboration undertaken by the WDBSLO. The pandemic has also raised the salience of challenges surrounding childcare in the region. Early data on the national and local level suggest that a substantial number of mothers have left the workforce or faced stagnating career prospects as a result of schools being closed. Mental health is another challenge the county faces and it has become particularly prominent in the face of the pandemic as economic upheaval and social isolation have added additional obstacles.

The DSS has offices in the North and South sections of the county that operate employment/job search activities. These offices provide services, similar to those provided by the AJCC, to CalFresh Education and Training Program (CFET) and CalWORKs participants. DSS does refer some clients to WIOA training programs, and while coordination and cooperation are underway, greater collaboration and cooperation is continuously being emphasized. The Director of WDBSLO and the WIOA Program Manager regularly meet with CalWORKs and CalFresh staff to provide updates on challenges and opportunities for collaboration. The contracted service provider is also often included in these meetings as a way of ensuring smooth transferal of program participants and foster a collaborative atmosphere.

Following a year-long planning process, the CalWORKs Expanded Subsidized Employment (ESE) program was moved under the management of the Workforce Development unit in fiscal year

2020-21. This unit oversees the WIOA programs in an effort to further align CalWORKs and WIOA service delivery. This transition has encouraged more frequent engagement of the CalWORKs and WIOA staff who all work under the auspices of DSS.

How the Local Board will coordinate with Local Child Support Agencies and other local partners who serve individuals who are non-custodial parents.

The WDBSLO works closely with the San Luis Obispo County Department of Child Support Services (DCSS) to assist with some support services, including locating non-custodial parents for payment, establishing paternity, and obtaining child support and health insurance orders through cross referral. Should a parent engage with WIOA services, they are referred back to DCSS as applicable. The DCSS has an annual average caseload of just under 4,000, and the department which once totaled 60 members now employs about half that number. These staffing and budgeting declines have reinforced the importance of collaboration between local partners.

The DCSS has increasingly favored engagement over enforcement activities and has established a partnership agreement with the WDBSLO and its contracted service provider that develops a referral process for both custodial and non-custodial parents. The local DCSS has also worked with the courts to allow for participation in WIOA services to count towards progress on case plans of DCSS parents and in some cases, can alleviate sanctions on parents through their participation in WIOA services. WDBSLO has assisted in other engagement efforts, including collaborative events, program presentations, and development of incentive-based methods that promote individuals searching for jobs and getting driver's licenses.

How the Local Board will coordinate with Local Partnership Agreement partners, established in alignment with the Competitive Integrated Employment Blueprint, and other local partners who serve individuals with developmental and intellectual disabilities.

The WDBSLO, the Tri-Counties Regional Center (TCRC), and Department of Rehabilitation (DOR) are the primary partners in the county's efforts to serve individuals with developmental and intellectual disabilities. TCRC is one of 21 regional centers in California and provides lifelong services and supports to people with developmental disabilities living in San Luis Obispo, Santa Barbara and Ventura Counties. The non-profit has two locations in the county: the city of San Luis Obispo and Atascadero. TCRC serves 14,000 clients annually and has a staff of 300 members spread across its three counties with 70 staff located in SLO County. San Luis Obispo

County is situated within the DOR Santa Barbara District, which has one office in the county located in the city of San Luis Obispo.

The WDBSLO and DOR share an MOU and refer clients across providers. The DOR and TCRC also work together, often helping customers move from one to the other as needed. Both parties are conducting Competitive Integrated Employment (CIE) projects to help employers better prepare to onboard workers with intellectual or developmental disabilities. While DOR is focusing on group-supported employment opportunities, TCRC has developed a subsidized paid-internship program as well as a system for customizing employer partnerships.

DOR staff regularly participate in AJCC system partner meetings and are onsite weekly at the AJCC. Communication between case managers to support co-case management is strongly encouraged, so that all parties may continuously improve the processes and awareness of services or needs is ongoing. A DOR manager holds a seat on the WDBSLO and was integral in the committee work of creating the Workforce Services Resource Guide. DOR often held in-person staff time at the AJCC providing information to customers about DOR services as well as training to AJCC system staff on disability awareness.

LPA meetings allow partners and stakeholders to discuss ideas and collaboration opportunities. These events also help staff train for cross-referrals, coordinate job and resource fairs, and launch original events like workforce disability conferences or employer recognition ceremonies.

How the Local Board will coordinate with community-based organizations and other local partners who serve individuals who are English language learners, foreign born, and/or refugees.

According to 2019 data from the U.S. Census Bureau, nearly 8% of the population in San Luis Obispo County speak English “less than very well.” Given that this equates to more than 10,000 residents, this is a substantial population for the WDBSLO and partners to address. WDBSLO has a number of partners in delivering English as a Second Language (ESL) courses. Three of these main partners in ESL programming are Cuesta College, Lucia Mar Adult Education, and San Luis Obispo Adult Education.

Cuesta College’s main campus is in the City of San Luis Obispo, though the college has a second location in Paso Robles, satellite locations in the south county region and offers courses at local high schools as well. In 2019, Cuesta College started a pilot program that provides a multi-level ESL class that serves as an on-ramp to regular ESL programs and students in those courses are then given priority access to regular ESL programs. Cuesta College is also piloting an ESL course with materials centered around U.S. culture and resources available to students. This course has the dual purpose of providing an ESL education while also helping students from diverse cultures learn about campus resources. As this pilot program wore on, faculty noticed that

there was great interest in healthcare professions and curriculum. Since its launch, the program now includes information on various healthcare professions and pathways, along with opportunities at Cuesta College to enter these programs.

The Lucia Mar Adult School is in Oceano and offers a range of ESL, vocational ESL (VESL), and citizenship courses. Many of these programs emphasize family literacy and work closely with K-12 schools. The Lucia Mar Adult School has also partnered with local hotels to provide staff with VESL courses. In these courses, hotel staff are provided free training and are paid for the time they spend in class. The San Luis Obispo Adult School has locations in the city of San Luis Obispo, Avila Beach, and Pismo Beach and they also offer various ESL and VESL courses. WDBSLO staff also participate in the regular meetings of the Adult Education Consortium in the county to continue supporting the alignment of workforce and adult education programs.

The WDBSLO has an MOU with the Center for Employment Training (CET) for provision of migrant seasonal farm workers. Unfortunately, the residents eligible for these services would need to attend job training classes in Santa Maria (in Santa Barbara County), as that is the closest location to San Luis Obispo County. Add high costs of living, transportation, and other “life barriers”, it may be difficult for many to attend.

An important component of all of these resources is communication between different parties and stakeholders, and opportunities for customers and the community to provide feedback. After all, the ESL programs at Cuesta College that help introduce students to healthcare professions and pathways while also learning English may never have been developed without the feedback from students. WDBSLO and its partners are committed to greater cooperation and increased feedback. The WDB Director and/or Program Manager regularly attend the Adult Education Consortium meetings in addition to the AJCC service provider maintaining regular engagement with Adult Education stakeholders. This has promoted an open dialogue and discussion with local partners.

WIOA Title I Coordination

Training and/or professional development that will be provided to frontline staff to gain and expand proficiency in digital fluency and distance learning.

The WDBSLO has sought out resources on timely training topics, such as digital fluency and distance learning, from a variety of sources. Online training has been provided through Dynamic Works, a service provided through Regional training funds to WDBSLO and frontline WIOA service provider staff. Workforce GPS is another resource often used in the local area to learn best practices and training topics through webinars. Additionally, WIOA Title I programs

utilize Career Edge software that provides not only career readiness training to WIOA participants, but also has curriculum and resources for staff that support digital access to career services. We will continue to look to these resources as well as those made available through the CA Workforce Association and other specialized training providers who may be addressing these topics.

Frontline staff have received substantial training to improved digital fluency and increase distance learning. The WDBSLO's contracted WIOA service provider, Eckerd, has offered staff training through an online portal, Eckerd U, which offers a vast array of topics from onboarding, to yearly required trainings. This portal allows for distance learning for all staff. Trainings were provided on the use of Zoom, WebEx, and Adobe Connects. Staff have been trained to set up a digital classroom and are able to easily replicate a classroom incorporating polls, videos, interactive boards, and other tools to engage job seekers. Staff have successfully conducted virtual job fairs and work one-on-one with jobseekers using a platform of the client's choosing to ensure they are comfortable with the chosen format. Eckerd offers basic skill remediation, career exploration, GED/HISET preparation, and Skills for the 21st Century Workplace through EBSCO online for job seekers.

WIOA service provider staff—both AJCC and Youth—have transitioned quickly and effectively to utilizing CalJOBS to provide virtual and fully online WIOA eligibility, enrollment, and service provision. WDBSLO provided training and ongoing technical support on CalJOBS when transitioning to virtual services. WIOA service providers also ensure ongoing training is available to staff so that they may remain current on efficient use of software programs, including the Microsoft Office Suite products and video conferencing platforms. The Regional Plan Implementation 4.0 grant to the South Coast Region includes a project to implement digital literacy training opportunities through Adult Education partners which is open to the community and available to staff as well.

Training and/or professional development that will be provided to frontline staff to ensure cultural competencies and an understanding of the experiences of trauma exposed populations.

Since the WDBSLO operates through the Department of Social Services (DSS), staff are familiar with operating through a trauma-informed lens to deliver services. The WDBSLO will continue to engage customers through a trauma-informed lens and look to the Trauma Informed Care training curriculum that is provided to DSS staff. We continue to work with community partners who provide training that is specific to the populations they serve, such as disability awareness trainings, provided through the Department of Rehabilitation. Ascend has also been accessed to provide trainings that address the trauma experiences of the justice involved population, trainings on generational poverty, and trainings on the impacts of trauma experienced by those in poverty or experiencing homelessness.

WDBSLO will look to the many cultural competency and cultural awareness trainings and discussions that are now being offered regularly through Cal Poly as they address cultural diversity matters at the college. These trainings and discussions are open to the community as part of the college's effort to increase the community's awareness of diversity matters. The WDB Director will remain engaged with the California Workforce Association, which has pulled together a committee to address diversity and cultural competency in workforce programs as they consider training opportunities, best practices, and policy adjustments that may be needed to provide greater equity within the workforce system. Additionally, the SLO DSS has assembled a workgroup to address diversity in the County workplaces and in the community overall. The learnings and potential training opportunities that come from this local work will be shared amongst WIOA Title I staff and programs.

The WDBSLO contracted WIOA Adult and Dislocated Worker service provider, Eckerd, ensures all staff are assigned yearly trainings to support continuous professional development. Utilizing Eckerd U, staff are provided with yearly training assignments on topics such as harassment, cultural sensitivity and awareness, trauma informed care, and other topics relevant to their job classification. In addition to assigned trainings, staff have the ability to voluntarily complete additional courses from the Eckerd U catalog to enhance their professional development. Staff are also provided opportunities to attend live online trainings and "Lunch & Learn" opportunities on topics such as motivational interviewing, human resources, and program development.

How the Local Board will coordinate workforce investment activities carried out in the Local Area with statewide rapid response activities, as outlined in WSD16-04 (PDF), Rapid Response and Layoff Aversion Activities.

The WDBSLO provides Rapid Response resources to both businesses and employees. Information about these resources is available on the WDBSLO website. Rapid Response orientation videos are available in both English and Spanish. AJCC staff are available through phone and video conferencing to assist displaced workers. This assistance can involve working with a career coach who will assist in searching for new jobs, developing a resume, enhancing interviewing abilities, and providing information on relevant education and training opportunities. The WDBSLO website also provides information and links to resources by other providers, including resources for small businesses, distance learning guides, and navigating unemployment benefits.

During the early stages of the pandemic, virtual Rapid Response presentations were being offered twice a month to provide information and resources to affected workers. Partner programs such as EDD, AJCC, and CalWORKs/CalFRESH staff representatives also participated in these sessions to share information about services in the community. These virtual orientations were not in response to a specific closure or layoff but were open to any affected worker

seeking information. This was a new practice developed out of the numerous closures and layoffs happening during the ongoing COVID-19 pandemic in an attempt to expand the reach of Rapid Response services more broadly throughout the community and get information to individuals in a timely manner.

As the pandemic ebbed and the economy began to recover, provision of Rapid Response services returned to the original model of assisting individual employers one at a time. The partners all reengaged in the process and coordination of efforts is in place. Service to individual dislocated workers follows the usual hybrid model of that allows individuals to choose online or in person service delivery.

The Local Area continues to host the quarterly Business Engagement Roundtable meetings for the region, which now include participation from five counties and local workforce areas, the CWDB, and various branches of EDD services. These former Rapid Response Roundtable meetings have transitioned to broader discussions on regional business engagement and best practices. Discussions, however, still involve updates and sharing from all attendees on Rapid Response activities. State participation in these meetings greatly strengthens the Local Area's ability to remain aligned with statewide rapid response activities and encourages ongoing partnerships with other WDBs to align regional rapid response efforts where industry layoff impacts are felt across counties.

A description and assessment of the type and availability of adult and dislocated worker employment and training activities in the Local Area. This includes how the Local Board will ensure that 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, as outlined in WSD15-14 (PDF), WIOA Adult Program Priority of Service.

The WDBSLO ensures priority of service for adult career and training services to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient. The WDBSLO implements State and Local policy that mandates a minimum of 75% of the newly enrolled adults receiving career or training services must be in a priority service category. The AJCC accomplishes this by maintaining working relationships with partners to ensure the cross-referral system is effective. Additionally, targeted outreach to these populations informing them of AJCC services is ongoing. Co-location of a Department of Social Services (DSS) TANF/CalWORKs staff at the AJCC also works to ensure populations served by DSS are informed of, and can access, WIOA services.

Other factors influence the ratio of services to public assistance recipients including the low unemployment rate, mentioned above, that results in the vast majority of enrollees being from this group. Additionally, the WDBSLO operates withing the County Department of Social

Services and holds a contract for CalWORKs Expanded Subsidized Employment ensuring the smooth transition of job ready candidates to WIOA funded programs.

Employment and training activities in the Local Area include the following:

- Orientation – A regularly scheduled overview of services and information on how to access AJCC and other community resources.
- Assessment – Assessments are used to define customers' skills, interests, and experience, in order to help set career goals. Assessments also help identify barriers to employment that need to be addressed.
- Eligibility Determination – Assists in determining an individual's eligibility and suitability for workforce programs and supportive services.
- Information and Referrals – Customers are provided with information on services in the greater workforce system, including supportive services and employment opportunities. Information on labor market conditions and training opportunities (including the ETPL) is also available.
- Individual Case Management – Staff work with individual participants to develop Individual Employment Plans that address their employment goals, any barriers to their success, supportive services needed, and the sequence of services. Individual case management also assists participants with identifying potential career paths within their chosen industry.
- Individual Training Accounts – WIOA funds of up to \$8,000 per participant are available to assist with the costs of in-demand occupational skills training. Training may include vocational training; English as a Second language courses; adult education and literacy activities; skills upgrades and retraining;
- On-the-Job training – WIOA funds subsidized employment opportunities, subsidizing up to 90% of employer wages during a set period of employer provided training as determined by assessment of job-seeker skills gaps.
- Supportive Services – As described previously, supportive services help participants to successfully participate in and complete workforce and training services. Supportive services are available through WIOA as well as many partner organizations, and may include transportation support, childcare, licensing and testing fees, and work-related expenses.
- Job Search Support – These services include (but are not limited to) workshops in resumes, interviews, job applications, and others; computer, telephone and printer access; individualized counseling; employment leads onsite hiring events and career fairs.
- Follow Up Services – Staff continue to communicate regularly with enrolled participants for up to 12 months, to assist with any barriers that may have arisen with new employment.

A description and assessment of the type and availability of youth workforce investment activities in the Local Area, as outlined in WSD17-07 (PDF), WIOA Youth Program Requirements. This includes any strategies the Local Board has about how to increase the digital literacy and fluency of youth participants, including youth with disabilities.

The WDBSLO works with the San Luis Obispo County Office of Education as the contracted WIOA Youth services provider to administer a WIOA youth program for in and out-of-school youth between the ages of 16 and 24. Youth are assigned a career coach to assist in the one-on-one development of career and academic goals. Career readiness training is provided to enrolled youth. The program helps these youth earn industry-recognized credentials, and receive paid incentives and job readiness training. These programs also offer paid work experience opportunities and funds for classroom training needed to accomplish the youth's career plan goals. Career coaches may also be able to offer supports such as clothing for interviews, work tools, and bus passes as supportive services when these items are needed to participate in WIOA services or to obtain or maintain employment.

The County Office of Education was selected as the WIOA Youth Service Provider during the most recent procurement cycle, beginning services just recently in June 2022. Some traction was lost, as is usual, in the transition to a provider who is new to WIOA and direct participant services such as a paid work experience have slowed down. Technical assistance is being provided and the performance is being closely monitored and evaluated. The services described here were included in the Request for Proposal and the new service provider contract.

The WIOA Youth services provider has access to local labor market information to align training and career coaching for the youth participants with in-demand jobs in the local area and works closely with partners to provide access to all WIOA Youth program elements. Referrals are made to Adult Education programs for youth who have not yet received their high school diploma or equivalent and the youth participant continues to work with their career coach to create and then begin implementing their career plan while completing their high school diploma or equivalency.

Access to digital literacy training and provision of services to youth with disabilities is described previously. The partnership of the WIOA Youth program with the Department of Rehabilitation (DOR) will continue to grow as the DOR has a focus on youth services. Co-enrollment and co-case management of WIOA eligible youth with disabilities ensures funds are most effectively used through the various funding streams to support the full scope of needs the individual may have.

WIOA Youth staff have access to co-locate at the AJCC and provide services County-wide through a model of career coaches who are equipped with necessary technology to provide

services remotely and meet youth where they can most easily access services. Individualized training opportunities including classroom training or worksite training, such as paid work experience, is also available based on skill and interest of each youth participant. Similar to the Adult and Dislocated Worker programs, there are limited training opportunities available to Youth program participants in the local area as well. With limited in-person classroom training options, the Youth program is encouraged to provide earn and learn opportunities where youth are placed in a paid work experience at a work site that aligns with the training they may be participating in, or that aligns with their career interests/aptitudes. This process is functional because many of the trainings tend to be available online through virtual classroom settings and not necessarily in the local area.

The entity responsible for the disbursement of grant funds as determined by the Chief Elected Official (CEO) or the Governor and the competitive process that will be used to award the sub-grants and contracts for WIOA Title I activities.

The entity responsible for the disbursement of grant funds is San Luis Obispo County as determined by the Board of Supervisors (CEO). The Department of Social Services is the fiscal agent and all procurement activity meets the strictest guidelines of the department, county, state or federal government. Procurement for the AJCC WIOA Adult and Dislocated Worker services is currently underway for the 2023-24 program year.

A description about how the AJCC Operator and/or the Career Services Provider roles are fulfilled with the Local Area as outlined in Selection of AJCC Operators and Career Services Providers (WSD19-13). This includes the name(s) and role(s) of all entities.

The WDBSLO fulfills the duties of the AJCC Operator and Career Services Provider through a competitive procurement process by issuing a Request for Proposals (RFP) that results in a contract for services approved by the WDB and awarded by the County Board of Supervisors (BOS). Contracts are awarded for one year with an option to renew for a second and third year. Even when contracts are renewed for a subsequent year, the scope of services and budget is revised annually to incorporate updated WIOA annual performance goals, changes in budget resulting from new allocations or subgrants with the State, and any additional service delivery strategies identified by the WDB to continuously improve quality of service provision. Contracts are brought before the WDB and BOS for final approval on an annual basis at minimum.

A competitive procurement process through an RFP takes place for both the AJCC Operator and Career Services provider at least every three years. Currently, for the 2022-23 fiscal year, the WDB contracts with Eckerd, a non-profit community services organization, as the AJCC service provider and AJCC Operator. The current WIOA Youth services provider, recently procured, is the County Office of Education. The AJCC and Youth services are under separate contracts and procurements are on different cycles. The AJCC Operator duties and funding available are clearly specified in the RFP. The AJCC Operator duties are included as part of the AJCC contract, however, the AJCC Operator has its own specified scope of work and line item funding. All WDB and BOS meetings where WIOA contracts are on the agenda are public meetings allowing for community input. The procurement is run through County Purchasing which ensures compliance with all applicable Federal, State, and Local requirements. A selection committee is created to review and score proposals received in response to RFPs issued.

DRAFT

Signature Page

Instructions – The local CEO and Local Board chair must sign and date this form.

By signing below, the local CEO and Local Board chair request approval of San Luis Obispo County Workforce Development Board’s 2023-24 Local Plan Modification.

Local Workforce Development Board Chair

Local Chief Elected Official

Signature

Signature

Isiah Gomer

John Peschong

Name

Name

Chairperson, Workforce Development Board
of San Luis Obispo County

Chairperson, San Luis Obispo County
Board of Supervisors

Title

Title

Date

Date

Workforce Development Board Executive Committee
ACTION ITEM
March 29, 2023

AGENDA ITEM NUMBER: 4.2

ITEM: REVIEW AND APPROVE THE WIOA REGIONAL PLAN MODIFICATION FOR 2021-2024

ACTION REQUIRED: It is requested that the Workforce Development Board (WDB) Executive Committee review and approve the Workforce Innovation and Opportunity Act Regional Plan Modification for PY 2021-2024 and authorize the Board Chair to sign all documents related to the Regional Plan Modification submission.

SUMMARY NARRATIVE:

The Workforce Innovation and Opportunity Act (WIOA) required the development of a Regional Plan as the primary mechanism for aligning education and training provider services with industry sector needs in the Regional Planning Unit (RPU). The South Central Coast RPU consists of San Luis Obispo and Santa Barbara County Workforce Development Boards. The partnerships include coordination with K-12, Community Colleges and WIOA systems, using sector strategies as the operational framework for the state's workforce system. The WDB Executive Committee approved the 2021-2024 Regional Plan at the April 14, 2021 meeting.

On October 27, 2022 the Employment Development Department (EDD) released Workforce Services Directive 22-05 requiring a Modification to the 2021-2024 Local and Regional Plans. The Regional Plan Modification focuses on an economic and workforce analysis of the region in consideration of the changing economic landscape impacted by the COVID-19 pandemic. The attached Regional Plan Modification (Attachment 1) was developed from partner and community input solicited through direct email correspondence, public posting of the plan on the WDBSLO website and notification in the Tribune of open public comment period. The Regional Plan was the first developed for the newly identified South Central Coast region and incorporates development of regional indicators of success, strategies to foster demand-driven skills attainment of job seekers and regional sector pathways that provide viable career opportunities leading to quality jobs throughout the region.

A draft version of the Regional Plan Modification for program years 2017 - 2020 was released on February 27 2023 for public comment via posting to the WDB's website www.SLOworkforce.com as well as a notice in the Tribune. Public Comment period ends March 29, 2023. All comments received will be included with the Regional Plan submission to the State and comment will be integrated into the Plan as applicable.

BUDGET/FINANCIAL IMPACT:

There is no financial impact.

Staff Comments:

Upon approval of the WDB, the Regional Plan Modification will be submitted to the State Employment Development Department and the County Board of Supervisors for consideration and approval in May 2023.

Please Note: A copy of the Regional Plan Modification with appendices is available as an addendum to this agenda packet on our website: www.SLOWorkforce.com

South Central Coast RPU 4-Year Regional Plan, 2 Year Modification Program Years 2021-2024

Local Workforce Development Area(s)

Regional Lead Contact for RPU Luis Servin, Santa Barbara County

Date of Submission March 31, 2023

Local Area	Contact Name	Phone Number	Email
San Luis Obispo County	Dawn Boulanger	805-781-1835	dboulanger@co.slo.ca.us
Santa Barbara County	Luis Servin	805-681-4446	lservin@countyofsb.org

Executive Summary

This 2-year modification of the Regional Plan comes as the South Central Coast Regional Planning Unit (RPU) continues to adapt to the ongoing impacts of the COVID-19 pandemic. This Regional Plan modification is an update on the ways that the RPU is working to actualize the vision and policy objectives provided in the State Plan. Fulfilling this vision will require partners to regularly collaborate across agencies, programs, and funding streams to align strategic efforts, investments, and service delivery activities to meet shared outcomes within common in-demand industry sectors.

This Regional Plan seeks to address the state's formal guidance while also considering the temporary and permanent effects of the pandemic. RPU members are confident that the themes and objectives outlined in this plan will assist in the region's ongoing recovery from the COVID-19 pandemic, while fostering relationships with partners, and working towards more equitable opportunities for workers in the region.

The South Central Coast RPU builds upon the following strategic goals provided by the state:

1. Fostering demand-driven skills attainment by:
 - a. Leveraging labor market data to uncover strategic opportunities and gaps in training and education.
2. Enabling upward mobility for all Californians by:
 - a. Investing in specific career pathways in key industries, working with regional partners and stakeholders, and ensuring access through AJCCs.
3. Aligning, coordinating, and integrating programs and services by:
 - a. Close collaboration with Community Colleges and Adult Education providers, Community Based Organizations, non-profits, industry and chambers representatives, and other local organizations.

The South Central Coast RPU's Regional Plan relies upon the following to drive findings and strategies:

- a. The most-up-to-date labor market information available to identify the current state of the volatile labor market and local economy;
- b. Engagement with regional and industry leaders to get details beyond labor market data; and
- c. Consideration toward macroeconomic influences and equity ramifications.

The updated data that comprises this Regional Plan modification is the basis for informed decision and policy-making among the South Central Coast RPU and its regional partners.

Analytical Overview of the Region

- *Current employment and unemployment data.*
- *Current educational and skill levels of the workforce, the current needs of employers in the region, and any relevant skill gaps between the two.*
- *Industries and occupations with an emerging demand.*

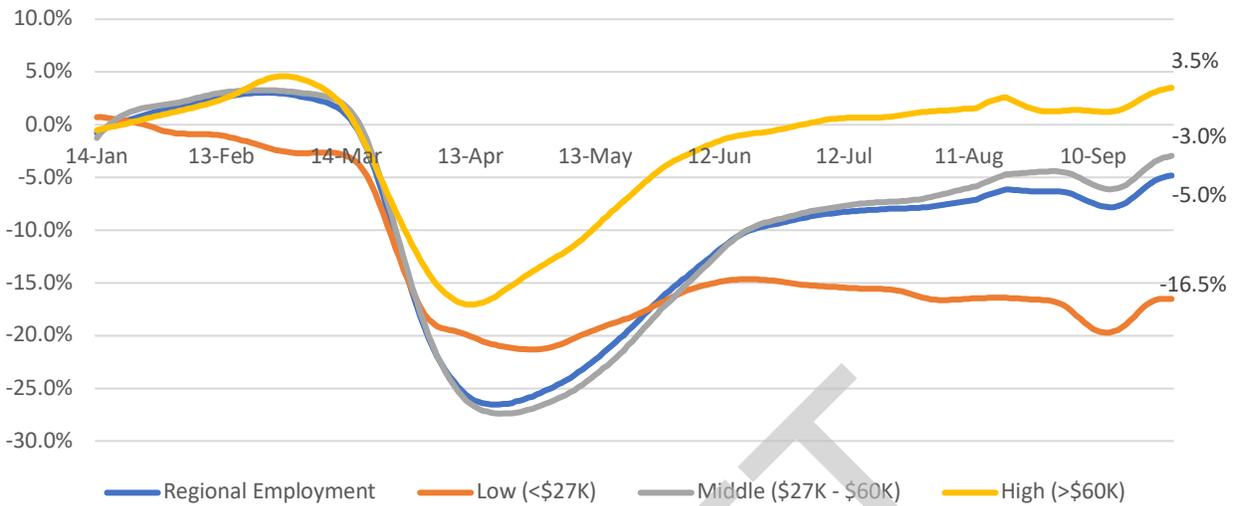
EMPLOYMENT AND UNEMPLOYMENT TRENDS

Before the COVID-19 pandemic, unemployment had been on a downward trend since 2016. By April of 2020, the unemployment rate had jumped to 13.9% compared to 4.1% at the start of 2020. The April unemployment rate in 2020 was 348% higher than in April 2019, representing 37,000 people out of work. Now the South Central Coast is experiencing a tight labor market, with a 2.8% unemployment rate in Santa Barbara (6,300 individuals) and a 2.5% unemployment rate in San Luis Obispo (3,400 individuals), for a total of 9,700 individuals, as of October 2022.¹ Clearly, the regional economy's unemployment rates have significantly improved from their 2020 levels.

Relatedly, the losses of employment during the pandemic due to business restrictions and decreased consumer activity had unequal impacts on workers across the economy, resulting in a 'K-shaped' recovery. As Figure 1 highlights, the lowest-earning quartile of workers (or those earning less than \$27,000 per year) bore the brunt of the economic impacts, with a 21% decline in employment relative to the January 2020 average. In contrast, workers in the highest-earning quartile (those earning more than \$60,000 a year) saw a similar initial 17% decline in employment but quickly recovered. As of the end of September 2020, these higher-earning jobs had seen a modest increase in employment from January 2020 levels. As the South Central Coast region looks to support the recovery of local workers and the economy, it will be important to target efforts to support the populations that have seen the greatest economic harm.

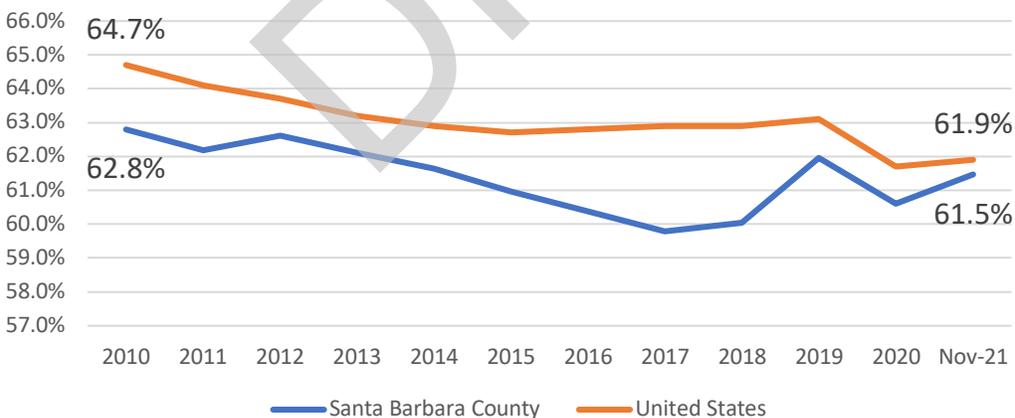
¹ EDD LMID, data as of Nov 28, 2022

Figure 1. Change in Employment by Worker Income²



A report by BW Research shows that, historically, labor force participation rates (LFPR) in Santa Barbara County have been below the national level and continue to be below the national level. Overall, the LFPR in Santa Barbara County dropped from 63% in 2010 to under 62 percent in November 2021, a 1.3% decrease. Prior to the COVID-19 pandemic in 2020, LFPR had increased by 1.9% between 2018 to 2019, reaching a rate of 62% (See Figure 2).

Figure 2. Santa Barbara County Annual Labor Force Participation Rate³



² "The Economic Impacts of COVID-19: Evidence from a New Public Database Built Using Private Sector Data", by Raj Chetty, John Friedman, Nathaniel Hendren, Michael Stepner, and the Opportunity Insights Team. November 2020. Available at: https://opportunityinsights.org/wp-content/uploads/2020/05/tracker_paper.pdf

³ Labor Force Participation in Santa Barbara County, BW Research, April 2022

The South Central Coast region had about 374,800 workers in 2019. As of October 2022, the region has about 363,300 workers, amounting to a 3.1% decrease in the labor force since 2019.⁴

At the same time that the LFPR is decreasing, the number of jobs in the region is on the rise. A report by Lightcast Data showed that jobs in the South Central Coast region have increased by 6.1% from 2020 to 2022, increasing from 342,207 to 362,956.⁵ Further discussion of the impacts of the changes to the LFPR appears later in this plan.

RACE AND ETHNICITY

About four-fifths (81%) of the Southern Coastal Region population identifies as White, and just over a third (36%) of the population identifies as Hispanic or Latino (Figure 3).⁶ Over the past five years, the Southern Coastal Region has seen a modest increase in residents who identify as White, Asian, Hispanic or Latino, or two or more races (Figure 4).

More specifically in Santa Barbara County from 2016-2020, for people reporting one race alone, the majority (71.8%) were White; 5.5% were Asian; 1.9% were Black or African American; 1.1% were American Indian and Alaska Native; 0.1% were Native Hawaiian and Other Pacific Islander, and 9.8% were Some other race. An estimated 9.7% reported Two or more races. An estimated 45.7 percent of the people in Santa Barbara County, California were Hispanic or Latino. An estimated 43.9 percent of the people in Santa Barbara County, California were White alone, non-Hispanic.⁷

In San Luis Obispo County from 2016-2020, for people reporting one race alone, 82.6% were White; 3.7% were Asian; 1.7% were Black or African American; 0.8% were American Indian and Alaska Native; 0.1% were Native Hawaiian and Other Pacific Islander, and 4.4% were Some other race. An estimated 6.6% reported Two or more races. An estimated 22.8% of the people in San Luis Obispo County, California were Hispanic or Latino. An estimated 68.3% of the people in San Luis Obispo County, California were White alone, non-Hispanic.⁸

⁴ EDD LMID local profile for Santa Barbara County and for San Luis Obispo County

⁵ Lightcast Data, Occupations in the South Central Coastal Region

⁶ Note: The Census Bureau asks first about race (which excludes Hispanic or Latino) and then asks about ethnicity (Hispanic or Latino, or not). Thus, a respondent may identify as both White and Hispanic or Latino.

⁷ 2016—2020 ACS 5-Year Narrative Profile: Santa Barbara County, California.
<https://www.census.gov/acs/www/data/data-tables-and-tools/narrative-profiles/2020/report.php?geotype=county&state=06&county=083> .

⁸ 2016—2020 ACS 5-Year Narrative Profile: San Luis Obispo County, California.
<https://www.census.gov/acs/www/data/data-tables-and-tools/narrative-profiles/2020/report.php?geotype=county&state=06&county=079>

Figure 3. Race and Ethnicity of Southern Coastal Region Population (2018)⁹

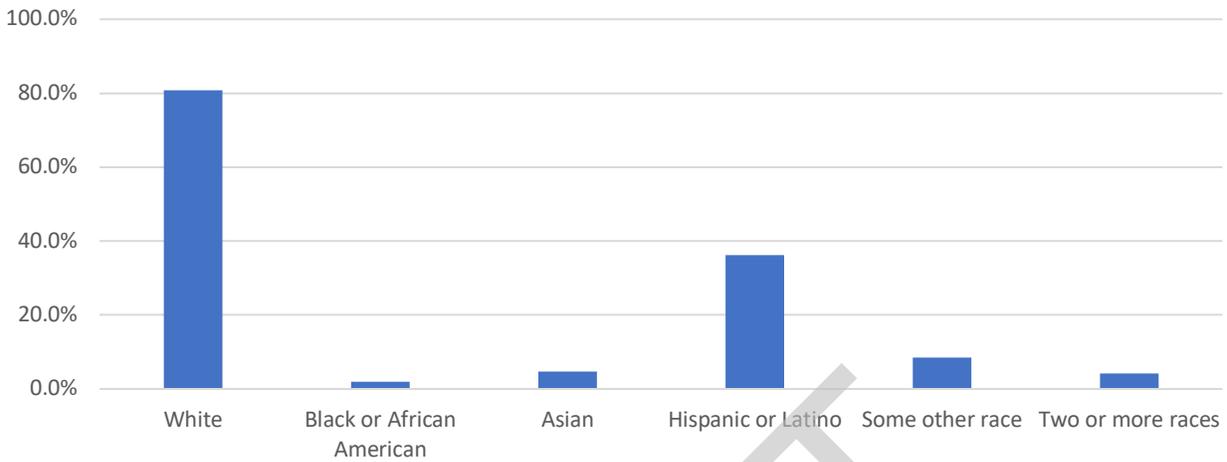
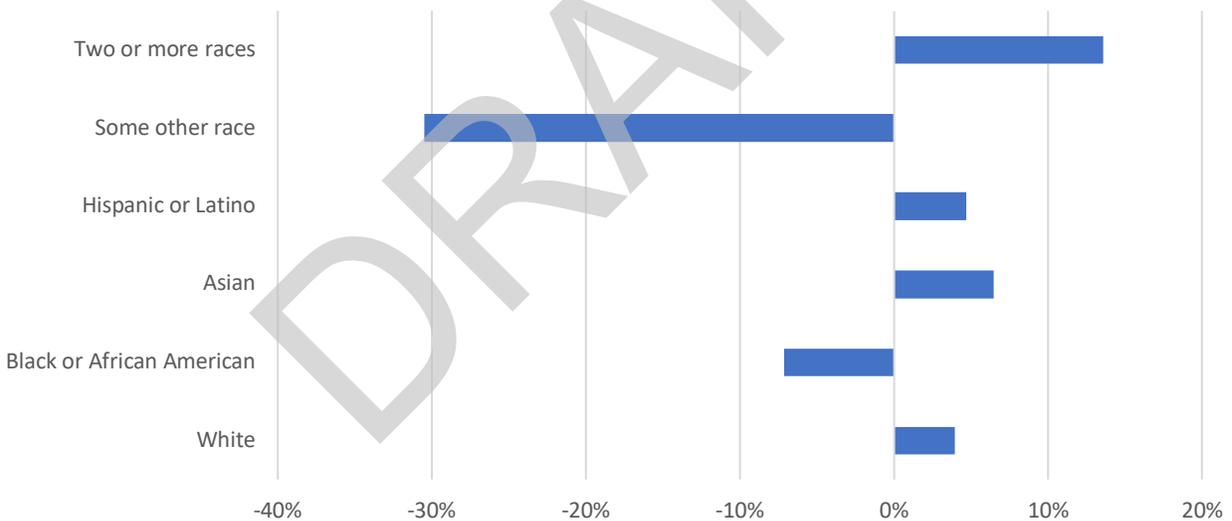


Figure 4. Change in Race and Ethnicity of Southern Coastal Region Population (2013-18)¹⁰



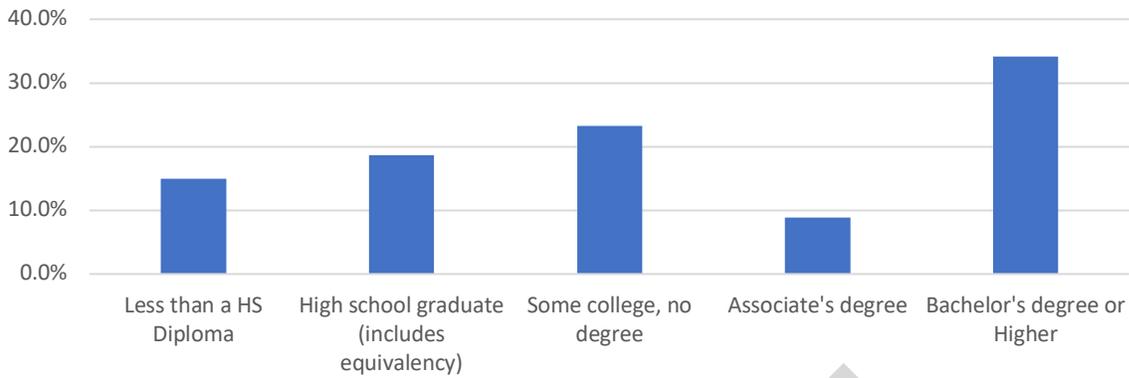
EDUCATIONAL ATTAINMENT

A plurality (34%) of the South Central Coast region population 25 years of age and older have a Bachelor’s degree or higher. Another third (34%) of the population has a high school diploma (or equivalent) or less (Figure 5).

⁹ American Community Survey 5-Year Estimates (2013-2018). United States Census Bureau.

¹⁰ American Community Survey 5-Year Estimates (2013-2018). United States Census Bureau.

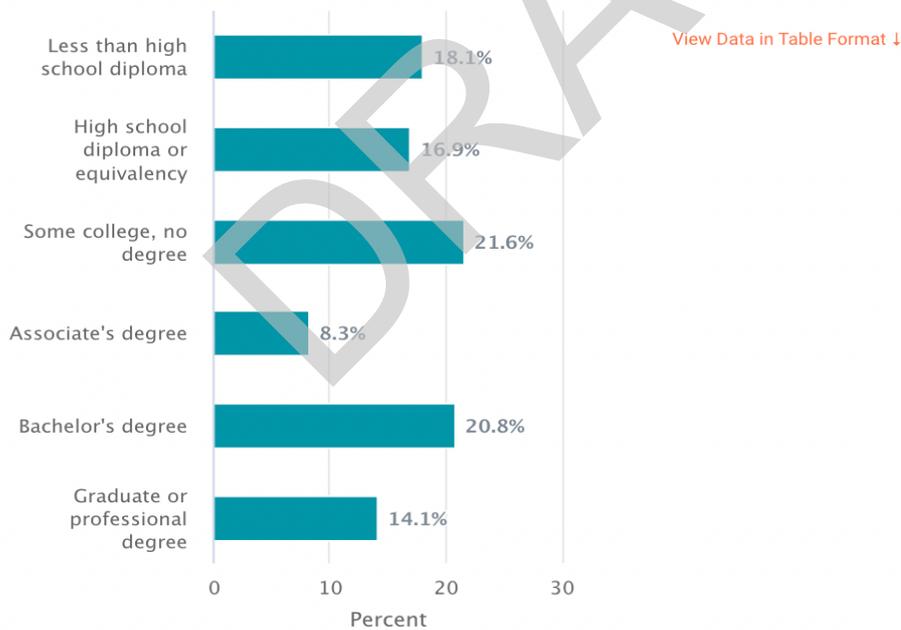
Figure 5. Educational Attainment (Population Ages 25+) (2018)¹¹



In Santa Barbara County from 2016-2020, 81.8% of people 25 years and over had at least graduated from high school and 35.0% had a bachelor's degree or higher. An estimated 18.1% did not complete high school (Figure 6).

Figure 6. Educational Attainment of SB County (2016-20)¹²

Educational Attainment of People in Santa Barbara County, California in 2016-2020



¹¹ American Community Survey 5-Year Estimates (2013-2018). United States Census Bureau.

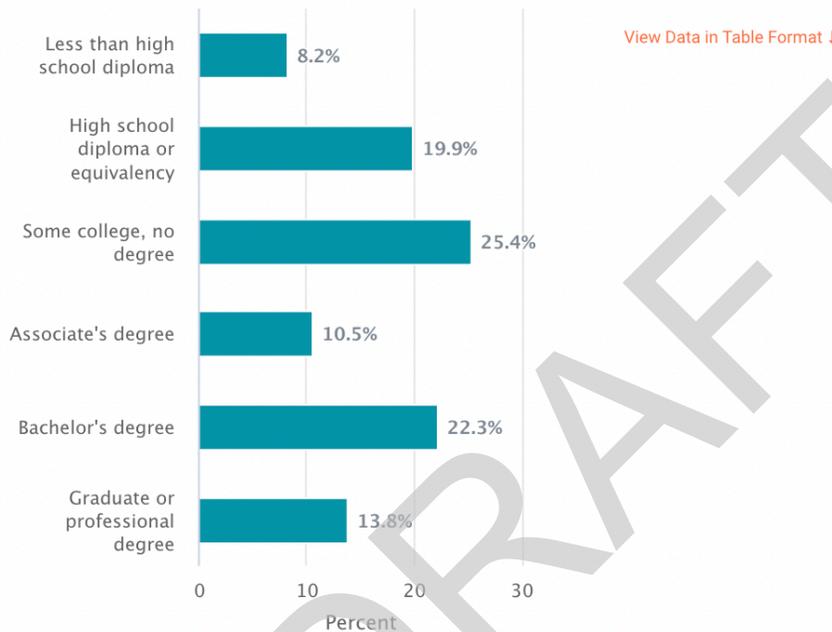
¹² 2016—2020 ACS 5-Year Narrative Profile: Santa Barbara County, California.

<https://www.census.gov/acs/www/data/data-tables-and-tools/narrative-profiles/2020/report.php?geotype=county&state=06&county=083> .

In San Luis Obispo County from 2016-2020, 91.8% of people 25 years and over had at least graduated from high school and 36.1% had a bachelor's degree or higher. An estimated 8.2% did not complete high school (Figure 7).

Figure 7. Educational Attainment of SLO County (2016-20)¹³

Educational Attainment of People in San Luis Obispo County, California in 2016-2020



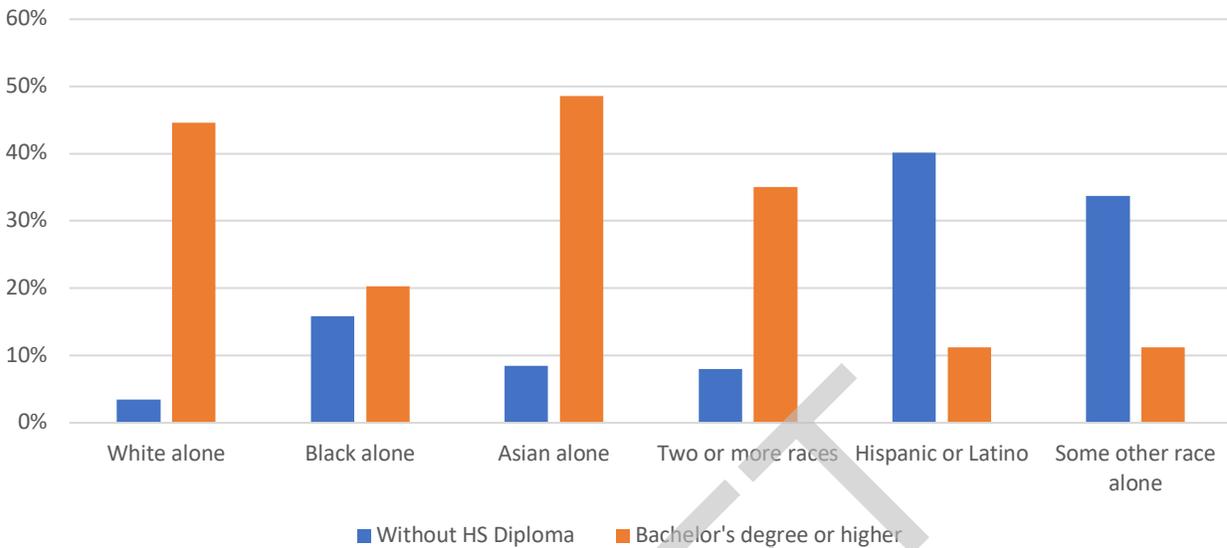
It is also worth noting that 12.3% of the South Central Coast population speaks English Less than “Very Well.”¹⁴ Further, 17.6% of residents are foreign born.

Figure 8 highlights the unequal proportion of educational attainment by race and ethnicity; White residents are four times more likely to have a Bachelor’s degree or higher than Hispanic or Latino residents and twice as likely as Black or African American residents. Given the crucial role that higher education can play in earnings and economic mobility, these figures highlight persistent inequalities. The South Central Coast RPU aims to work with regional K-12 and adult education partners to remediate these disparities.

¹³ 2016—2020 ACS 5-Year Narrative Profile: San Luis Obispo County, California.
<https://www.census.gov/acs/www/data/data-tables-and-tools/narrative-profiles/2020/report.php?geotype=county&state=06&county=079>

¹⁴ <https://www.labormarketinfo.edd.ca.gov/geography/regional-planning-units.html>

Figure 8. Educational Attainment by Race and Ethnicity (Population Ages 25+) (2018)¹⁵



INDUSTRIES AND OCCUPATIONS

The South Central Coast RPU serves as a link between regional employers and regional education and training providers. Direct communications between these two parties eliminates guesswork, expedites the process of developing or adapting curriculum, and assures employers that students are prepared for their roles. The RPU also sponsors events like career fairs to help students network with regional employers and learn about industry dynamics.

Focusing on opportunities that provide workers with sustainable wages and upward career mobility in established and growing sectors is a top priority of the RPU, and connecting job-seekers and High Road opportunities and employers will play a crucial role in the South Central Coast Region’s recovery from the COVID-19 pandemic. This section of the Regional Plan identifies key industry clusters and sustainable-wage occupational pathways within those industry clusters and will serve as guidance for the RPU and partners in the region.

Regional Industry Clusters

Industry clusters are important because they provide a coherent picture of the local economy and opportunities for development or growth. Industry clusters can also have multiplier effects, as firms within clusters attract similar workforces, attracting more employers and creating a feedback loop that strengthens the local labor market. Focusing on specific industry clusters

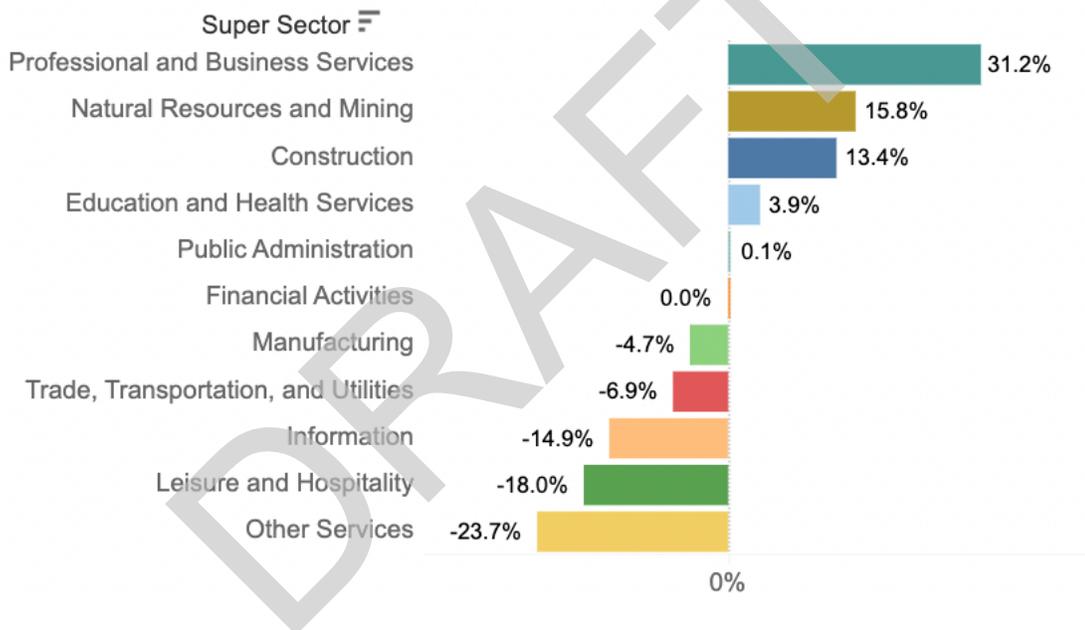
¹⁵ American Community Survey 5-Year Estimates (2013-2018). United States Census Bureau.

allows the RPU and other workforce development stakeholders to leverage the region’s economic advantages and develop robust education and training programs to support a qualified workforce. The South Central Coast RPU uses the data below to help inform, develop, and revise programs and initiatives.

The highest-earning industry clusters exhibited moderate to minimal growth between 2016-2020. Notably, Professional and Business Services grew by 31.2% and Construction grew by 13.4%. Leisure and Hospitality shrank by 18%.¹⁶ See Figure 9 for industry growth rates.

Figure 9. Industry Growth Rates for the South Central Coast RPU (2016-2020)¹⁷

2016 to 2020 Growth Rate

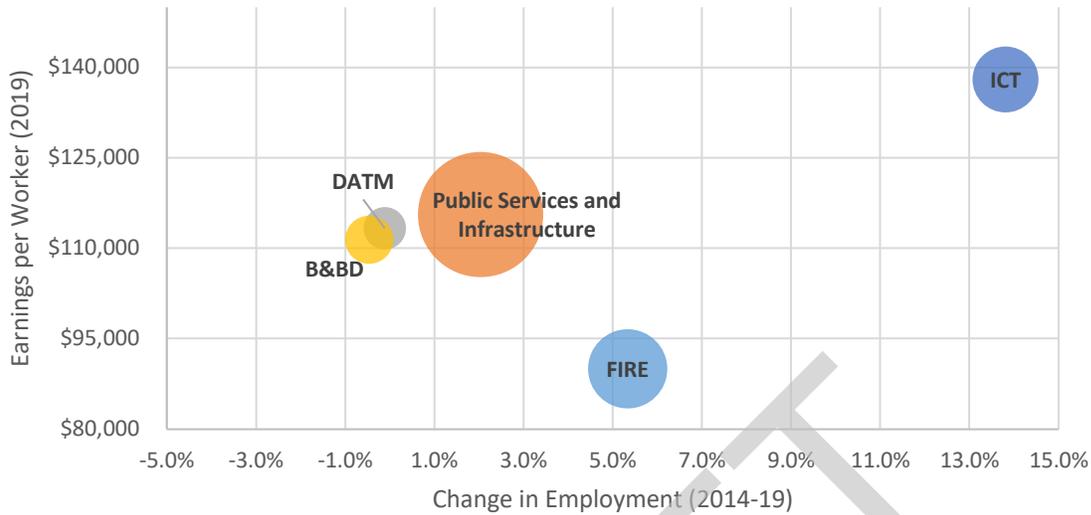


The five industry clusters with the highest average earnings per worker (including benefits) include Information and Communication Technology (ICT); Public Services and Infrastructure; Biotechnology and Biomedical Devices (B&BD); Finance, Insurance, Banking and Real Estate (FIRE); and Defense, Aerospace, and Transportation Manufacturing. Workers in these industry clusters earn an average between \$90,000 and \$138,000 annually (Figure 10).

¹⁶ <https://www.labormarketinfo.edd.ca.gov/geography/regional-planning-units.html>

¹⁷ <https://www.labormarketinfo.edd.ca.gov/geography/regional-planning-units.html>

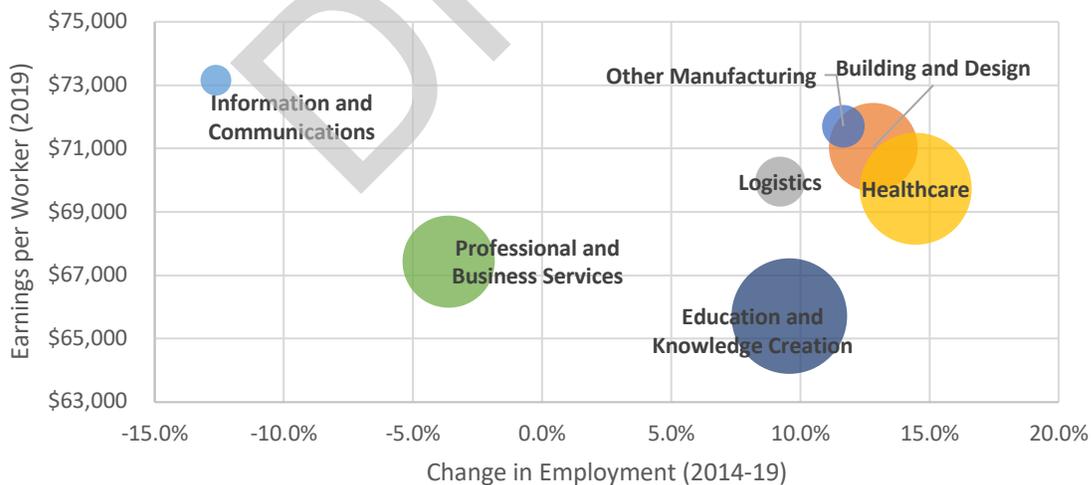
Figure 10. Highest-Earning Industry Clusters in the South Central Coast Region¹⁸



*Size of Bubble Reflects Relative Number Employed in Industry

The seven industries with mid-level average earnings (including benefits) earn between \$65,000 and \$73,000 per year. With the exception of Professional and Business Services and Information and Communications, the remaining four industry clusters saw employment increase by 9% or more between 2014 and 2019 (Figure 11).

Figure 11. Mid-Earning Industry Clusters in the South Central Coast Region¹⁹



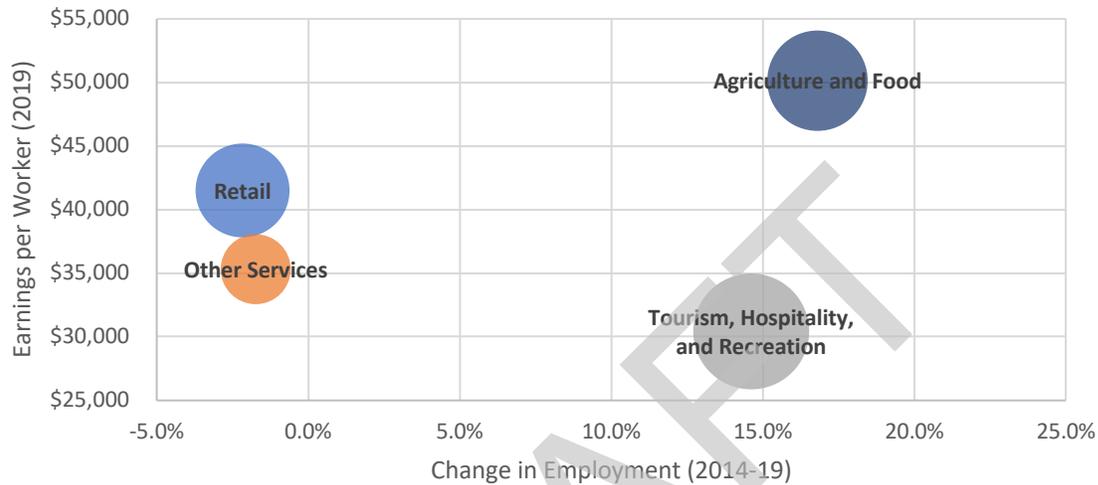
¹⁸ Emsi 2020.3

¹⁹ Emsi 2020.3

**Size of Bubble Reflects Relative Number Employed in Industry*

The four industry clusters with the lowest average earnings have average earnings ranging from \$30,000 to \$50,000 per year. With the exception of Retail and Other Services, these industry clusters saw employment growth near or exceed 14% between 2014 and 2019 (Figure 12).

Figure 12. Lowest-Earning Industry Clusters in the South Central Coast Region²⁰



**Size of Bubble Reflects Relative Number Employed in Industry*

Career Pathways and Opportunities

While the COVID-19 pandemic has reshaped national and regional economies, there remain several pathways and opportunities in resilient industries and occupations for workers entering, re-entering, or advancing in the workforce. The following analysis highlights some of the key occupations and career pathways within key industries selected for their pre-pandemic growth, wages, resilience, and upward mobility.

These pathways highlight two of the RPU’s target industry clusters (Healthcare and Building and Design) along with two other key industry clusters (Finance, Insurance, Banking, and Real Estate and Professional and Business Services). This section also includes two growth industry clusters with relatively small footprints in the region but have exhibited strong recent growth and present opportunity for development in the future. These industries were selected for their relatively high average earnings, with entry-level roles typically providing living wages and strong potential for upward mobility.

²⁰ Emsi 2020.3

BUILDING & DESIGN

The Building & Design industry cluster consists of firms and industries that design, construct, and repair buildings and infrastructure. Table 1 illustrates three prominent career pathways within Building and Design in the South Central Coast region. Importantly, these pathways have entry-points that are accessible with a high school or community college diploma and have strong earning potential as individuals advance their careers.

Number of Jobs in South Central Coast Region: 20,900

Table 1. Building and Design Career Pathways ²¹

	Entry-Level	Mid-Level	Senior Level
Design and Pre-Construction <i>This segment includes the drafting, designing, and planning stages of the construction process</i>	<u>Architectural and Civil Drafters</u> Median Hourly Earnings: \$26.20 Typical Education: Associate's degree	<u>Project Management Specialists</u> Median Hourly Earnings: \$30.90	<u>Civil Engineer</u> Median Hourly Earnings: \$50.44 Typical Education: Bachelor's degree
Construction <i>This segment includes the foundation work, wiring, and building process</i>	<u>Construction Laborers</u> Median Hourly Earnings: \$21.21 Typical Education: No formal education credential	<u>Electrician</u> Median Hourly Earnings: \$28.49	<u>Construction Managers</u> Median Hourly Earnings: \$45.23 Typical Education: Bachelor's degree
Maintenance & Operations <i>This segment includes maintenance, repair, and operational activities required to maintain facilities and infrastructure</i>	<u>General Maintenance and Repair Workers</u> Median Hourly Earnings: \$19.33 Typical Education: High school diploma or equivalent	<u>First-Line Supervisors of Mechanics, Installers, and Repairers</u> Median Hourly Earnings: \$36.30	<u>General and Operations Managers</u> Median Hourly Earnings: \$43.83 Typical Education: Bachelor's degree

²¹ EMSI 2020.3

HEALTHCARE

The Healthcare industry cluster includes industries and firms that provide medical diagnoses and treatment and includes allied health roles. Table 2 showcases several pathways within the healthcare industry. All of these pathways offer accessible entry-points and strong opportunities to increase earnings.

Number of Jobs in South Central Coast Region: 40,500

Table 2. Healthcare Career Pathways ²²

	Entry-Level	Mid-Level	Senior Level
Patient Services <i>This segment includes workers who attend and provide medical care to patients</i>	<u>Certified Nurse Assistant CNA</u> Median Hourly Earnings: \$17.05 Typical Education: Postsecondary nondegree award	<u>Licensed Practical and Licensed Vocational Nurses</u> Median Hourly Earnings: \$28.64	<u>Registered Nurse</u> Median Hourly Earnings: \$50.48 Typical Education: Bachelor's degree
Medical Administration <i>This segment includes activities centered around the administration of healthcare activities</i>	<u>Medical Secretaries and Administrative Assistant</u> Median Hourly Earnings: \$19.68 Typical Education: High school diploma or equivalent	<u>Health Technologists and Technicians</u> Median Hourly Earnings: \$21.33	<u>Administrative Services and Facilities Managers</u> Median Hourly Earnings: \$45.19 Typical Education: Bachelor's degree

²² EMSI 2020.3

Diagnostic Services	<u>Medical Assistants</u>	<u>Radiological Technologists and Technicians</u>	<u>Physician's Assistant</u>
<i>This segment works to find and diagnose the root causes of medical ailments</i>	Median Hourly Earnings: \$18.13	Median Hourly Earnings: \$39.82	Median Hourly Earnings: \$58.24
	Typical Education: Postsecondary nondegree award		Typical Education: Master's degree

PROFESSIONAL AND BUSINESS SERVICES

Firms in Professional and Business Services industries provide a range of services, including legal, accounting, landscaping, consulting, and other specialty services. Each of the career pathways listed below in Table 3 has entry-points that are accessible with a high school diploma or community college certificate. Each pathway also has an opportunity for specialization and advancement, so workers entering the pathway can advance their careers as they develop their education and skillset.

Number of Jobs in South Central Coast Region: 41,911²³

Table 3. Professional and Business Services Career Pathways²⁴

	Entry-Level	Mid-Level	Senior Level
Legal	<u>Legal Secretaries and Administrative Assistants</u>	<u>Paralegals and Legal Assistants</u>	<u>Lawyers</u>
<i>This segment includes careers that provide legal services to individuals and organizations</i>	Median Hourly Earnings: \$22.67	Median Hourly Earnings: \$24.65	Median Hourly Earnings: \$54.43
	Typical Education: High school diploma or equivalent		Typical Education: Doctoral or professional degree

²³ <https://www.labormarketinfo.edd.ca.gov/geography/regional-planning-units.html>

²⁴ EMSI 2020.3

<p>Administrative <i>This segment includes the support and administrative services provided to a wide range of companies</i></p>	<p><u>Billing and Posting Clerk</u> Median Hourly Earnings: \$20.53 Typical Education: High school diploma or equivalent</p>	<p><u>Project Management Specialist</u> Median Hourly Earnings: \$30.90</p>	<p><u>General and Operations Managers</u> Median Hourly Earnings: \$43.83 Typical Education: Bachelor's degree</p>
<p>Accounting <i>This segment includes accounting, bookkeeping, and auditing services</i></p>	<p><u>Bookkeeping, Accounting, and Auditing Clerks</u> Median Hourly Earnings: \$23.48 Typical Education: High school diploma or equivalent</p>	<p><u>Project Management Specialists</u> Median Hourly Earnings: \$30.90</p>	<p><u>Accountants and Auditors</u> Median Hourly Earnings: \$35.01 Typical Education: Bachelor's degree</p>

FINANCE, BANKING, INSURANCE, AND REAL ESTATE

The Finance, Insurance, Banking, and Real Estate industry cluster includes industries and firms that specialize in financial management and transactions, insurance and actuarial activities, and real estate transactions. The pathways presented in Table 4 offer a range of entry-points to interested job seekers and offer strong advancement opportunities.

Number of Jobs in South Central Coast Region: 10,500

Table 4. Finance, Banking, Insurance, and Real Estate (FIRE) Career Pathways ²⁵

	Entry-Level	Mid-Level	Senior Level
<p>Banking <i>This segment includes the staff that work at banks, credit unions, and other financial institutions available to the public</i></p>	<p><u>Tellers</u> Median Hourly Earnings: \$16.86 Typical Education: High school diploma or equivalent</p>	<p><u>Loan Officer</u> Median Hourly Earnings: \$33.06</p>	<p><u>General and Operations Manager</u> Median Hourly Earnings: \$43.83 Typical Education: Bachelor's degree</p>

²⁵ EMSI 2020.3

Real Estate <i>This segment includes activities centered around real estate transactions</i>	<u>Property, Real Estate, and Community Association Managers</u> Median Hourly Earnings: \$28.13 Typical Education: High school diploma or equivalent	<u>Real Estate Sales Agent</u> Median Hourly Earnings: \$30.40	<u>Real Estate Brokers</u> Median Hourly Earnings: \$60.49 Typical Education: High school diploma or equivalent
Insurance <i>This segment includes roles within the insurance industry</i>	<u>Insurance Claims and Policy Processing Clerks</u> Median Hourly Earnings: \$17.39 Typical Education: High school diploma or equivalent	<u>Insurance Sales Agents</u> Median Hourly Earnings: \$24.63	<u>Claims Adjusters, Examiners, and Investigators</u> Median Hourly Earnings: \$33.74 Typical Education: Bachelor's degree

Growth Industries and Pathways

The following industry clusters and career pathways are highlighted because they employ a relatively small share of the workforce, but their recent growth, wages, and innovative fields make these industry clusters potential growth opportunities for the region. The South Central Coast RPU and partners are supporting these industry clusters and their employers through the Regional Equity and Recovery Program (RERP), working with regional community colleges to increase the number of individuals receiving training in the skills needed by local employers.

DEFENSE, AEROSPACE, AND TRANSPORTATION MANUFACTURING

Defense, Aerospace, and Transportation Manufacturing (DATM) has a growing footprint within the South Central Coast region. Much of the employment in this industry cluster is centered around the manufacturing of navigation and guidance systems, aircraft parts, and missile and space vehicle systems.

Number of Jobs in South Central Coast Region: 3,700

Table 5. Defense, Aerospace, and Transportation Manufacturing Career Pathways²⁶

	Entry-Level	Mid-Level	Senior Level
Engineering <i>This sector includes the design, prototyping, and production of aerospace and defense goods.</i>	<u>Machinists</u> Median Hourly Earnings: \$20.84 Typical Education: High school diploma or equivalent	<u>Aircraft Structure, Surfaces, Rigging, and Systems Assemblers</u> Median Hourly Earnings: \$24.87	<u>Aerospace Engineers</u> Median Hourly Earnings: \$56.09 Typical Education: Bachelor's Degree
Sales <i>This segment includes the sales and support services provided to the manufacturers</i>	<u>Parts Salespersons</u> Median Hourly Earnings: \$15.91 Typical Education: No formal education required	<u>Sales Representatives</u> Median Hourly Earnings: \$29.37	<u>Sales Managers</u> Median Hourly Earnings: \$52.56 Typical Education: Bachelor's degree

OTHER MANUFACTURING

Other Manufacturing is an industry cluster that includes a range of manufacturing activities, from plastics and metals production to textile and fabric finishing. Within the South Central Coast Region, Food Product Machinery Manufacturing and Farm Machinery and Equipment have notable growth in the years leading up to 2020.

²⁶ EMSI 2020.3

Number of Jobs in South Central Coast Region: 5,200

Table 6. Other Manufacturing Career Pathways²⁷

	Entry-Level	Mid-Level	Senior Level
Production <i>This sector includes the design, prototyping, and production of industrial goods, such as farm equipment</i>	<u>Machinists</u> Median Hourly Earnings: \$20.84 Typical Education: High school diploma or equivalent	<u>Plating Machine Setters, Operators, and Tenders</u> Median Hourly Earnings: \$25.36	<u>First-Line Supervisors of Production and Operating Workers</u> Median Hourly Earnings: \$32.95 Typical Education: High School Diploma
Sales <i>This segment includes the sales and support services provided to the manufacturers</i>	<u>Shipping, Receiving, and Inventory Clerks</u> Median Hourly Earnings: \$17.40 Typical Education: No formal education required	<u>Sales Representatives</u> Median Hourly Earnings: \$29.37	<u>Sales Managers</u> Median Hourly Earnings: \$52.56 Typical Education: Bachelor’s degree

Target Industry Occupational Gap Analysis

Comparing regional completions of education and training programs relative to the annual openings of corresponding occupations quickly illuminates potential training gaps in the South Central Coastal region.

As Table 7 highlights, several occupations within the Building and Design industry cluster have high rates of annual openings (i.e., openings available to job-seekers) relative to regional completions. There are approximately four and a half openings for every regional completion for Heating, Air Conditioning, and Refrigeration Mechanics and Installers. It is also important to note that some trainings—particularly if not recognized through the state’s Eligible Training Provider List or other accreditations—may not be included in these lists. Other occupations, such as Laborers, often do not have formal training programs.

²⁷ EMSI 2020.3

Table 7. Regional Supply and Demand for 20 Most Common Building and Design Occupations

SOC Code	Description	2019 Jobs	Avg. Annual Openings	Regional Completions ²⁸	Annual Openings per Completion
43-9061	Office Clerks, General	6,725	1,124	-	-
43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	5,527	764	46	16.6
11-1021	General and Operations Managers	4,845	477	1,329	0.4
53-7062	Laborers and Freight, Stock, and Material Movers, Hand	4,099	736	-	-
43-3031	Bookkeeping, Accounting, and Auditing Clerks	3,977	501	55	9.1
41-4012	Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	2,366	312	78	4.0
47-2061	Construction Laborers	2,331	315	-	-
47-2031	Carpenters	2,012	274	-	-
41-3091	Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel	1,993	325	5	65.1
47-2111	Electricians	1,286	182	13	14.0
47-2141	Painters, Construction and Maintenance	1,144	158	-	-
47-2152	Plumbers, Pipefitters, and Steamfitters	1,108	176	-	-
47-1011	First-Line Supervisors of Construction Trades and Extraction Workers	1,037	131	27	4.9
11-9021	Construction Managers	679	70	1,364	0.1
47-2051	Cement Masons and Concrete Finishers	493	66	-	-
13-1051	Cost Estimators	436	53	1,711	0.0
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	432	63	14	4.5
47-2081	Drywall and Ceiling Tile Installers	426	63	-	-
47-2181	Roofers	421	60	-	-
47-2161	Plasterers and Stucco Masons	213	35	-	-

A substantial number of Healthcare occupations have more annual openings than annual regional completions in relevant education and training programs. Some of these occupations

²⁸ Regional completions and openings are matched by a Classification of Instructional Programs (CIP) and Standard Occupation Code (SOC) crosswalk developed by the Department of Education. Regional completions are aggregated and tabulated by EMSI.

include Nursing Assistants, Medical Secretaries and Administrative Assistants, Dental Assistants, Dental Hygienists, and Physical Therapists (Table 8).

Table 8. Regional Supply and Demand for 20 Most Common Healthcare Occupations

SOC Code	Description	2019 Jobs	Avg. Annual Openings	Regional Completions	Annual Openings per Completion
31-1128	Home Health and Personal Care Aides	7,513	1,347	111	12.1
43-9061	Office Clerks, General	6,725	1,124	-	-
43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	5,527	764	46	16.6
29-1141	Registered Nurses	5,015	390	236	1.7
37-2012	Maids and Housekeeping Cleaners	4,000	579	-	-
43-1011	First-Line Supervisors of Office and Administrative Support Workers	2,702	302	4	75.5
43-4171	Receptionists and Information Clerks	2,250	324	-	-
31-9092	Medical Assistants	2,095	298	344	0.9
31-1131	Nursing Assistants	1,966	243	149	1.6
43-6013	Medical Secretaries and Administrative Assistants	1,741	244	83	2.9
29-2061	Licensed Practical and Licensed Vocational Nurses	1,179	129	140	0.9
31-9091	Dental Assistants	1,082	147	44	3.3
21-1093	Social and Human Service Assistants	945	146	22	6.7
43-3021	Billing and Posting Clerks	840	111	55	2.0
11-9111	Medical and Health Services Managers	750	94	-	-
29-1228	Physicians, All Other; and Ophthalmologists, Except Pediatric	599	37	98	0.4
11-9151	Social and Community Service Managers	547	80	1,274	0.1
21-1018	Substance Abuse, Behavioral Disorder, and Mental Health Counselors	478	65	119	0.5
29-1292	Dental Hygienists	388	33	1	32.7
29-1123	Physical Therapists	320	17	1	17.3

Regional Indicators

- *Identify which of the four regional indicators the RPU established objective metrics under RPI 4.0, and what those metrics were.*
- *Identify any anticipated impacts that tracking and evaluating the regionally agreed upon metrics will have on each of RPU's local workforce service delivery system (e.g. change in service strategies, improved participant outcomes, new partner engagement, etc.)*

Over the last year and a half of the newly formed South Central Coast RPU's existence, the SLO and SB WDB's have been working on a number of regional initiatives and have defined metrics that would be useful to their work. These metrics fall under three of the state's definitions for regional indicators. The RPU's strategic priorities include the following:

The region has a process to communicate industry workforce needs to supply-side partners:

The SLO and SB WDB's are partnering together on a number of efforts, including a Jump Start Modern Apprenticeship grant to promote apprenticeships for IT, Manufacturing, and Early Childhood Education; changes at the Diablo nuclear power plant; and the RERP grant working with community college partners. Each of these projects will require the WDBs to work with local employers and to identify industry workforce needs, as well as possible training providers to meet those needs. Therefore, the RPU is setting a goal to develop a more formalized process for bringing those two sides together in order to ensure that industry workforce needs are communicated to supply-side partners. The anticipated impact would be a better alignment of workforce training content with the needs of regional employers. Timeline: July 2022 – Dec 2025.

The region has policies supporting equity and strives to improve job quality:

The RPU is committed to advancing equity within the workforce system and supporting job seekers toward high quality employment. Under RPI 4.0, the RPU employed a student intern who completed a landscape analysis and developed an equity toolkit to be shared with and used by local employers. The toolkit contains bite sized, actionable components for any business looking for tips on how to diversify their workforce, including suggested recruiting strategies, sample interview questions, and social media ready postings. The WDBs of the RPU will continue to promote this toolkit in their interactions with local businesses and other business groups, including the Business Engagement Roundtable. In addition to utilizing the toolkit, the RPU will explore developing a regional jobs quality definition. The anticipated impact would be improving local businesses' ability to fill their workforce needs from a diverse and qualified talent pool. Timeline: January 2023 – December 2024.

The region has shared target populations of emphasis:

Under RPI 4.0, the WDBs partnered together to serve individuals with low digital literacy skills. The pandemic accelerated the need for all job seekers to have basic digital skills for successful job search as well as employment. Although the RPU experienced some difficulty with rolling out those efforts under RPI 4.0, momentum has been building and those efforts will continue under RERP. The WDBs also have a number of initiatives under way to serve justice-involved individuals as well as English Language Learners (ELL). The RPU has the goal of sharing best practices learned from these efforts, with the anticipated impact being that future efforts will be more effective in serving these target populations. For example, the next round of P2E funding will be rolled out in a way that takes into account lessons learned from previous grants to serve justice-involved individuals (P2E Round 1; DOL Pathway Home Grant). Timeline: January 2023 – December 2024.

AREA	GOAL	METRIC	TIMELINE
Communicating industry workforce needs	Develop process for bringing industry and supply side partners together, through various regional initiatives	Written process with key steps for ensuring effective communication of industry workforce needs	July 2022 – Dec 2025
Equity and job quality	Utilize Equity Toolkit with region's businesses	Number of groups/businesses who benefit from various components of the Toolkit; social media postings with content from Toolkit	January 2023 – December 2024
Equity and job quality	Develop regional Jobs Quality definition	Written and approved regional Jobs Quality definition	January 2023 – December 2024
Shared target populations	Sharing of best practices	Future initiatives take best practices into their program design	January 2023 – December 2024

Fostering Demand-Driven Skills Attainment

- *Identify the in-demand industry sectors or occupations for the region. (See above)*
- *Describe any current sector-based initiatives being implemented by the RPU for regionally in-demand industries or occupations and what, if any, new sector-based initiatives are planned for the next two years. (Current plan highlights Building and Design and Healthcare, + Finance, Insurance, Banking, and Real Estate; Professional/Business Services. But doesn't discuss any initiatives – it's all labor market data. Tables with entry/mid/senior level jobs – I guess those are "pathways" but no discussion of where to get training. Even more sectors listed as "growth industries" – Defense, Aerospace and Transportation Manufacturing; Other Manufacturing)*

The South Central Coast RPU serves as a link between regional employers and regional education and training providers. Direct communications between these two parties eliminates guesswork, expedites the process of developing or adapting curriculum, and assures employers that students are prepared for their roles. The RPU also sponsors events like career fairs to help students network with regional employers and learn about industry dynamics.

Focusing on opportunities that provide workers with sustainable wages and upward career mobility in established and growing sectors is a top priority of the RPU, and connecting job-seekers and High Road opportunities and employers will play a crucial role in the South Central Coast Region's recovery from the COVID-19 pandemic.

The South Central Coast RPU will be working with community college partners on the sector-based Regional Equity and Recovery Program (RERP) Initiative over the next two years. The RPU shares the regional problem of a low labor force participation rate (LFPR) post-pandemic, impacting the ability of local businesses to find and retain talent. The Santa Barbara County Workforce Development Board (SBCWDB) partnered with BW Research to evaluate how labor force participation is changing in the region and the impact it could have on the county. The research (April 2022) examined the broader national and international labor force participation trends and what those mean for trends in Santa Barbara and the Central Coast. Although the study focused on Santa Barbara County and its businesses, the findings by and large apply to San Luis Obispo County as well. The WDBs are considering issuing an RFP for an updated study which would include both counties.

As the Central Coast economy has moved out from under the challenges brought on by the pandemic, a new real challenge has emerged: the ability to find and hire qualified workers who are willing and able to work. As economic regions become more dynamic, the need for agile, available talent to support new or growing businesses only grows in importance. Despite rising interest rates and a potential slow down, the region's businesses continue to struggle to meet their workforce needs.

Based on a random survey of Santa Barbara residents and a qualitative survey of Santa Barbara businesses, BW Research found the following:

Two in five current Santa Barbara County businesses expect to increase employment over the next 12 months: Overall, county businesses were relatively optimistic about growth and hiring within Santa Barbara County. Of the current businesses that responded to the survey, they expect to increase total employment by eight percent over the next 12 months, on average. They were also relatively positive about the business climate with three in five indicating it was excellent or good, and only one in ten saying it was poor or very poor.

Finding qualified workers presents at least some difficulty for a majority of Santa Barbara County businesses: Like the pandemic itself, not all businesses are having the same challenge finding and recruiting qualified workers. For about a quarter of Santa Barbara County businesses, finding and recruiting qualified entry or non-entry level workers is very difficult, while for an equal percentage stated it is not difficult at all.

One of the key recommendations for the WDB to come out of the BW Research report was to identify and educate jobseekers and transitioning workers on career pathways in higher paying industries or higher paying occupations within their industry. More than three out of five Santa Barbara County adult resident respondents, who were either working or looking for work, indicated they were no longer willing to work in a job they did not see a good future in. Almost half of adult respondents, who are working or looking for work, indicated they are currently looking for a new industry or career pathway so they can better afford to live and work in the community. Again, younger adult respondents were even more likely to agree with that sentiment. These results indicate that a high proportion of Santa Barbara County residents are hungry for a career pathway that can provide them with a sustainable wage in the county. The Workforce Development Boards could assist these efforts by working with employers to identify the career pathways that are available in the region and sharing this information to job seekers and potential labor market entrants.

Furthermore, the report recommended expanding the pool of potential workers. As unemployment rates approach the pre-pandemic lows seen in 2019, expanding the labor force is an important potential remedy for talent shortages. There are several populations that typically have lower labor force participation rates because of barriers they face. Removing those barriers may help those workers enter the workforce. These populations include parents with young children, those with lower educational attainment, formerly incarcerated, and long-term unemployed and discouraged workers, among others. Working to help these individuals overcome their barriers to work is the first step which will require close partnership with community-based organizations (CBOs) and other support systems. The second step will be attracting these individuals into the workforce. Close partnerships between CBOs and training providers may assist individuals in accessing training that is best suited to their needs and goals.

The Workforce Development Boards and their community college partners plan to collaboratively address the above challenges by a coordinated and intensified focus on driving job seekers to the training opportunities that lead to in demand occupations with career pathways. The colleges face enrollment challenges and the WDBs will work with them to target recruitment with priority populations. Colleges are also unable to fund paid work experience such as internships or OJTs, something that the WDBs can provide to enhance learning and training-related employment outcomes. Partners agreed to train a minimum of 121 individuals in in-demand, middle wage occupations with career pathways. This will be accomplished through close collaboration with community college partners, comprehensive case management and wrap around services, and strategic outreach to target populations. Training is available for occupations in Healthcare; Building and Design; Manufacturing; Logistics; Education and Knowledge Creation (including ECE); Professional and Business Services; and Information and Communications.

- *Describe what processes or strategies the RPU uses to communicate effectively and cohesively with regional employers.*

The South Central Coast RPU has used its first year and a half as an RPU to identify in-demand industry sectors and to further develop relationships with employer groups. The RPU has a working partnership with the Regional Economic Action Coalition (REACH), a Central Coast private-sector-led regional economic development entity serving the local partners, which is serving as a lead agency for the Community Economic Resilience Fund (CERF) for CERF-defined six-county region. The RPU also continues to work with K-12 education through the County Offices of Education in San Luis Obispo and Santa Barbara counties. The offices of education are the recipients of a regional K-12 Strong Workforce grant, which includes developing career pathways in K-12 education that align with the region's in-demand industries. Working with these K-12 partners will help strengthen the pipeline of regional workers in those target industries.

As detailed previously, the RPU plans to continue working with its community colleges, including the colleges' Strong Workforce initiatives to align career pathways with priority industries and occupations. The South Central Coast RPU also acts as a regional connector, bringing community colleges and industry groups together and facilitating career fairs, advisory committees, and building relationships between industry and supply-side trainers and educators. One recent shift has been an effort to better equip businesses and employees with knowledge and skills to do their jobs better—in the case of small retailers, workers are expected to do more than merely show up and turn the lights on. The modern world of work requires greater flexibility and new skillsets, and the RPU is working with partners to help ensure workers are prepared for this new world.

Enabling Upward Mobility for All Californians

Job quality and upward mobility have even greater importance in a region like the South Central Coast region with high costs of living and a high proportion of lower-skill and lower-wage workers. Improving job quality and the ability for upward career progression for those in entry-level roles will be essential determinants of the South Central Coast region's recovery from the COVID pandemic. This section of the Regional Plan focuses on how the South Central Coast can improve economic security for its residents through support and collaboration with High Road employers and improving accessibility to High Road jobs for historically underserved populations.

The pandemic accelerated the need for job seekers and workers to use digital communications, such as video conferencing, Microsoft Suite, Adobe, and shared drive/cloud-based documents. Basic computer skills and digital literacy in software products continues to grow as an in-demand skill for even entry level employment opportunities. This knowledge is also key to supporting workers with up-skilling to be able to obtain advancement/promotion opportunities in the workplace. To the increased need of these skills, the RPU's 4.0 Slingshot grant instituted Digital Literacy workshops provided by contract instructors with expertise in the in-demand software products and computer skills sought by employers. These workshops are offered as an universal service in our AJCCs. Although there were some delays caused by procurement challenges, subsequent COVID outbreaks and lingering reluctance for in-person interactions, the RPU is well positioned to continue these efforts over the next two years, building on lessons learned and relationships that are now established.

- *How the RPU defines job quality and prioritizes work with employers who provide quality jobs. (last plan has table on Tier 1/2/3 occupations; job volatility)*

Throughout this plan, several industry clusters and career pathways are highlighted. The South Central Coast RPU prioritizes training programs within these select industry clusters and career pathways so that participants are prepared for quality jobs, regardless of the employer. Both WDBs prioritize working with employers that offer jobs with good wages and benefits and that have a history of investing in and supporting employees' ongoing training and advancement. In addition to sustainable wages and benefits, the RPU seeks to partner with employers that provide: paid sick and family leave, paid medical leave/short-term disability, adequate hours and predictable schedules with advance notice.

Improving job quality in the region--and helping job seekers find and prioritize trainings that will allow them to access High Road jobs--is a primary goal of the South Central Coast RPU. This support starts by identifying regional industries and occupations that provide quality jobs through this regional planning process. The RPU has conducted multiple research projects that examined key industry clusters and accompanying career pathways that offer entry points to

High Road jobs. This research has also included targeted outreach to and strengthened relationships with targeted employers.

The RPU is also planning to developing a regional definition of a high-quality job, which will help guide workforce efforts throughout the region. The region will review the former regional job quality definition currently in draft and identify ways to adapt the existing document into a job quality statement specific to the region.

The RPU is also currently participating in an SB-1 grant, along with Ventura County, to develop and implement pre-apprenticeship training programs that lead into registered apprenticeship programs of the Building and Design trades. This grant—along with a recently awarded High-Road Training Partnership Grant—demonstrates the region’s commitment to working within and beyond the region’s geographic boundaries, alignment with the Building and Construction Trades Council for the region, and support for a pathway into registered apprenticeship programs that are proven to lead to quality jobs. The South Central Coast region has also partnered with relevant stakeholders to apply for a third High Road Training Partnership grant for road construction careers.

- *How the RPU works together to develop targeted service strategies for the region's unserved and underserved communities.*

The RPU has several programs underway and some under development that work to expand opportunities to historically underserved populations.

The region’s first regional grant project, applied for through Regional Plan Implementation (RPI) 4.0 funds, included addressing digital equity and aiming to address areas with unreliable or no internet access, which has shown to be a significant barrier during this time of transition to remote work and learning. Data also shows that this barrier disproportionately impacts communities living in poverty or rural areas. The next phase of this effort includes bringing mobile laptop units to more remote areas of the region to provide “pop up” workshops for individuals that have a hard time traveling to the AJCCs.

As part of RPI 4.0, the region also conducted a feasibility study on upwardly mobile pathways, particularly for Black and minority youth, in county and city governments and non-profits. This research aimed to identify strategies to help individuals into occupations that offer living wages and pathways into management, and to get people involved in their communities. This work further evolved into the Equity Toolkit for employers, described earlier.

Additionally, the region is currently participating in the SB1 grant, which targets priority populations including women, disadvantaged youth, veterans, justice-involved individuals, and individuals of color or minority populations and helps them enter into pathways in building and

construction trades through registered apprenticeship programs. The County Office of Education in San Luis Obispo County conducted digital outreach to specific populations and communities based on their social media profile on behalf of the region and including Ventura County. An analysis was conducted using key words to reach veterans, women and people of color. Performance reflects success in diversifying the demographics in the trades, especially women.

The San Luis Obispo and Santa Barbara WDB's also are the recipients of other grants targeted at particular communities – currently including a Department of Labor Pathway Home grant for justice involved individuals and a Department of Labor CAREER grant to serve English Language Learners, both in Santa Barbara County. The RPU will benefit from learning about and incorporating best practices that come out of these initiatives.

- *How the RPU defines equity and how it ensures equal access to the regional sector pathways, earn-and-learn opportunities, supportive services, and other effective service strategies identified by the RPU.*

The RPU defines equity as equity as ensuring that programs and services do not disadvantage or limit access, training, or employment opportunities based on race, ethnicity, gender identity, housing status, age, disability, sexual orientation, immigration status, country of origin, language or justice system involvement.

At the heart of the work of the RPU is the goal of moving unemployed and underemployed individuals, particularly those with barriers to employment, into jobs offering sustainable wages, advancement opportunities and benefits. Each WDB is involved in on-going discussions with stakeholders regarding systemic inequalities, and how the workforce system should be responding post-pandemic in order to promote equity and inclusion. Efforts to ensure programmatic and physical accessibility include bilingual services; specialized outreach to target populations; working with community partners embedded in those communities; staff training on working with target populations in a culturally appropriate and respectful manner; and the selection of service providers who will work to ensure equal access to regional sector pathways, earn-and-learn opportunities, and supportive services. The RPU is committed to advancing workforce equity through our programs and services by addressing beliefs, policies, institutions, and systems which may have limited employment opportunities and success for some individuals in the past.

Aligning, Coordinating, and Integrating Programs and Services

- *Any regional service strategies, including the use of cooperative service delivery agreements or Memorandums of Understanding (MOU).*
- *Any regional administrative cost arrangements, including the pooling of funds for regional administrative costs.*

Regional service strategies are conducted through and for the grants awarded for the two workforce boards in the region and in many cases, also including Ventura County. These projects leverage local efforts which are shared in the constant communication and collaboration required to ensure successful performance of these contracts. These include High Road Construction Careers grants, SB1, apprenticeship and other grants funded to SLO partners, a non-profit arm of the County Office of Education.

Regional funds have been pulled for joint efforts among the workforce boards and occasionally, clients have been referred if one area's training funds are short. No formal administrative collaboration has yet occurred but a discussion is underway regarding a shared procurement strategy.

DRAFT

Signature Page

By signing below, the Local Board Chairs request approval of the South Central Coast's 2021-24 Regional Plan.

Local Board Chairs

Local Board Chairs

Signature

Signature

Isiah Gomer

Sandra Dickerson

Name

Name

San Luis Obispo County Workforce
Development Board Chair

Santa Barbara County
Workforce Development Board
Chair

Title

Title

Date

Date



Workforce Development Board Executive Committee
ACTION ITEM
March 29, 2023

AGENDA ITEM NUMBER: 4.3

ITEM: Review and Approve Revision to Local Policy 07-19 Supportive Services

ACTIONS REQUIRED: Approve update to Local Area Supportive Services Policy

SUMMARY NARRATIVE:

The Workforce Innovation and Opportunity Act (WIOA) of 2014 provides guidance on the provision of supportive services for WIOA Title I eligible Adults, Dislocated Workers, and Youth as needed to participate in WIOA authorized activities. Supportive services may be provided when the services are necessary to enable an individual, who cannot afford to pay for such services, to participate in WIOA Title I Career, Training, or Youth services provided that such services are not available from other sources.

While the Workforce Development Board has established limits on the provision of supportive services, including a maximum amount of funding and a maximum length of time for supportive services to be available to participants, the revisions proposed will update the mileage reimbursement to align with the California IRS per mile reimbursement rate, with a maximum of \$50 per month. The proposed policy revision will also allow for flexibility around the availability of WIOA approved supportive services not listed in the policy. Per the revision, requests for WIOA approved supportive services outside of the policy must be submitted and approved by the WIOA Program Manager or WDB Director prior to issuance.

BUDGET/FINANCIAL IMPACT:

Increases to supportive service categories and/or category amounts may require WIOA contracted service provider budget revisions to increase funding to supportive service budget line items based on participant need and as funding allows.

STAFF COMMENTS:

It is recommended the WDB Executive Committee approve the recommended revisions to the local area Supportive Services policy which will better support the needs of WIOA participants and permit staff flexibility to provide WIOA allowable supportive services that meet individual need that may lie outside Local Policy categories. Upon WDB Executive Committee approval, the updated local area policy will be made publicly available on the WDBSLO County website.



COUNTY OF SAN LUIS OBISPO
DEPARTMENT OF SOCIAL SERVICES
WORKFORCE DEVELOPMENT BOARD

3433 South Higuera Street, P.O. Box 8119, San Luis Obispo, CA 93403-8119
(P) 1-805-781-1908

POLICY NO: 07-19
TO: Service Providers
FROM: Department of Social Services
EFFECTIVE: January 01, 2020, REVISED: March 29, 2023
SUBJECT: Supportive Services

REFERENCES:

- Workforce Innovation and Opportunity Act (WIOA) of 2014, Sections 3(59), 129(c)(2)(G), 134(d)(2) and (3)
- 20 CFR WIOA Final Rule 680.330, 680.900-680.920 and 681.570

PURPOSE:

This policy provides guidance regarding parameters for granting supportive services to enrolled WIOA Title I Adult, Dislocated Worker and Youth program participants.

This policy is based on SLOWDB's interpretation of WIOA law, regulations and policies and federal, state and local laws, regulations and policies. This policy will be reviewed and updated based on any additional federal or state guidance.

BACKGROUND:

The Workforce Innovation and Opportunity Act (WIOA) of 2014 provides guidance on the provision of supportive services for WIOA Title I eligible Adults, Dislocated Workers and Youth as needed to participate in WIOA authorized activities. Supportive services may be provided when the services are necessary to enable an individual, who cannot afford to pay for such services, to participate in WIOA Title I Career, Training or Youth services and provided that such services are not available from other sources.

Additionally, Workforce Development Boards may establish limits on the provision of supportive services, including a maximum amount of funding and maximum length of time for supportive services (including needs based payments, described in Policy 08-19) to be available to participants.

POLICY:

The San Luis Obispo County Workforce Development Board will make available supportive services to appropriate WIOA Adult, Dislocated Worker and Youth participants enrolled in Career, Training or Youth services. Supportive services shall not exceed maximum limits for specific categories as defined in this policy and may not exceed an overall maximum of \$1,000 per enrollment cycle of a participant. As funding for WIOA supportive services may be limited, Service Providers must ensure they have established protocols for referral to other community resources and programs to assist participants with meeting their supportive service needs.

Supportive services may be provided to eligible individuals who:

1. Demonstrate a financial need to receive support services to enable the individual to participate in Career, Training or Youth services, as documented in a budget and Individual Employment Plan (IEP) or Individual Service Strategy (ISS); and
2. Are unable to obtain supportive services through other programs providing such services.

WIOA authorized supportive services may include, but are not limited to:

- Linkages to community services;
- Assistance with transportation;
- Assistance with child care and dependent care;
- Assistance with housing;
- Needs related payments (further defined in Policy 08-19);
- Assistance with educational testing;
- Reasonable accommodations for individuals with disabilities;
- Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear;
- Assistance with books, fees, school supplies, and other necessary items for students enrolled in post-secondary education classes; and
- Payments and fees for employment and training-related applications, tests and certifications.

PROCEDURES:**A. Determination of Need**

1. Supportive services payments will only be provided when the service is allowable, justifiable, deemed necessary and reasonable, and documented in the Individual Employment Plan (IEP) or Individual Service Strategy (ISS). These forms shall be complete, include a budget reflective of each participant's financial situation, and shall be used to justify the provision of any supportive services payments and/or reimbursement.
2. Prior to payment of any supportive service, Service Provider staff shall make and document every attempt to ensure that each participant has exhausted all other opportunities to obtain services from other local agencies in the community prior to

approval and submission of any payment and/or reimbursement.

3. Provision of supportive services must be qualified and documented as being essential in assisting an individual to successfully participate in WIOA Career, Training or Youth activities or as necessary for a participant to accept and/or retain employment.

B. Provisions

1. To the extent possible, similarly situated participants will receive similar payments.
2. When supportive service cannot be funded by the primary WIOA Title I Service Provider but are necessary for the participant to continue in the program, the WIOA Title I Service Provider will explore other methods to assist participants in securing such assistance.
3. Adult, Dislocated Worker and Youth program participants may receive supportive services after exit provided the assessment of need relating to employment or training is documented.
4. Unallowable costs include, but are not limited to the following:
 - Interest on borrowing;
 - Deposits (including housing deposits),
 - Fines, penalties and bad debt expenses,
 - Payment for goods/services incurred or received prior to participant enrollment in WIOA
 - Certain legal fees
 - Payments for real or personal property that bears title
5. Receipts or invoices must be detailed sufficiently to ascertain that charges do not include unallowable items.
6. Maximum allowable supportive service expenses per participant will not exceed \$1,000 per enrollment cycle. Service Provider staff must ensure sufficient funding is available prior to obligating supportive service funds.

C. Supportive Service Categories

WIOA allows for a wide menu of supportive services. The following are the most generally utilized and authorized supportive services. **Please refer to Exceptions to Policy section for supportive service needs assessed beyond limitations set forth in this policy.**

1. Transportation

Transportation assistance is intended to assist WIOA enrolled Adult, Dislocated Worker, and Youth participants with the cost of utilizing public transportation and/or operating a specific automobile that is registered in the name of the participant for a participant to commute to and from work, training or other training or work related WIOA activities. In the event the participant does not possess a car/valid driver's license, they may request reimbursement for transportation provided by another

licensed driver. All documentation requirements shall apply to the designated driver. Vehicle registration and vehicle insurance may not be paid utilizing WIOA funds. The participant's eligibility and need for transportation assistance must be documented and continue to be evaluated and noted in the case notes at least every 60 days.

- a. Service provider must ensure the most economical and sustainable method of transportation assistance is approved for each participant. This will include an evaluation of ability for the participant to continue attendance in training should the participant exhaust the supportive service maximum rate.
- b. Service provider must have policies and procedures in place to ensure copies of current driver's license, insurance and registration are on file for any mileage or auto repair assistance.
- c. Mileage shall be reimbursed at the standard mileage rate set by the IRS, as applicable in California, up to a maximum of \$50 per month, per participant. However, the sum of all supportive services (transportation, child care, other services) cannot exceed \$1,000.
- d. Attendance must be verified for all days in which mileage is claimed.
- e. Regional 31-Day Passes may be purchased for individuals to participate in ongoing training or for the first month of employment/on-the-job training.

2. Child Care Assistance

Participants with children 12 years or younger are eligible for child care when it is determined other funding sources, including but not limited to CalWORKS, are not available to pay for such services. Payments for child care may not exceed the Regional Market Rate Ceilings for subsidized child care (<http://www3.cde.ca.gov/rcscc/>). The selection of safe and adequate child care providers is the sole responsibility of the parent or guardian of the child in need.

3. Automobile Repair

Automobile repair may be authorized for participants who are currently employed or in a WIOA approved training or require assistance to start or retain employment. Case Manager must verify that the vehicle is currently registered and insured under the participant's name. Auto repair is limited to one vehicle per participant enrollment cycle and such repairs can only be for minor repairs, such as tires, brakes, water pump, etc., not to exceed \$250. Regular automobile maintenance, such as oil change, smog inspection, and tune-up services are not reimbursable under this policy.

4. Medical Services

In order to pay for medical services, they must be necessary to enable participation in an approved training activity or to allow a program participant to accept or maintain employment. Supportive services for medical services shall not exceed \$150.

Medical services shall be limited to eye examinations, the purchase of eye glasses, hearing tests, the purchase of hearing aids, physical examinations, drug testing, immunizations, health screenings (such as tuberculosis (TB) or hepatitis screening), and x-rays studies as required by a training provider or as a prerequisite for obtaining employment with a specific employer.

5. Housing Assistance

Participants with an immediate need for housing assistance to prevent an eviction may qualify to receive funds towards a one-time emergency housing payment. Housing assistance may not exceed \$250 and should only be used in combination with other funding to ensure the participant will not be evicted from current dwelling. WIOA funds may not be used to assist with rental deposits or final month's rent.

The DSS Program Manager must pre-approve all requests for housing assistance. This request must be submitted in writing with all other required documentation, including a current rental agreement, and must clearly demonstrate all actions taken and resources explored by a participant prior to the request.

6. Text Books, Fees and Supplies

WIOA participants enrolled in "non-WIOA" funded training (including community college or university) programs may be eligible for supportive services to assist with the purchase of books, fees and supplies as needed to participate in their training activity.

- a. The training program must relate to the participant's enrollment goal, be documented in the IEP/ISS and be verified by the case manager.
- b. A current copy of the syllabus and list specifying text book(s) and associated costs required to complete the training activity must be obtained prior to authorization.
- c. ETPL WIOA funded training programs are not eligible to receive supportive service reimbursements related to the purchase of books. All books related to this type of training shall be included in the original contractual agreement with the training provider.

7. License/Certification Fees

License/Certification fees are allowable when the expense directly relates to a condition of employment, training and/or for attaining employment.

- a. Verification that the testing or exam is needed to participate in the WIOA activity, non-WIOA funded training, or employment must be obtained from the training agency and/or employer.

8. Clothing and Uniforms

Professional, work-appropriate or interview clothing, uniforms and shoes may be purchased for enrolled WIOA program participants, not to exceed \$200.

- a. Purchase of interview clothing is limited to one (1) set (i.e. blouse or shirt and pants, shirt and skirt, or a single dress, and shoes).
- b. Uniforms should be limited to no more than two (2) uniforms.

9. Tools and Safety Equipment

Work appropriate tools and necessary safety equipment may be purchased as needed for enrolled WIOA participants to obtain and/or retain employment or participate in training, to a maximum of \$200.

- a. Tool and safety equipment purchases related to the participant's occupational goal are allowed providing the training provider or employer submits a list of specific tools or equipment required. The list should include costs and must indicate the tools/equipment are a requirement for training or employment.
- b. Tools and safety equipment purchased during the training phase of a participant's program shall not be duplicated during the participant's employment phase.

D. Service Provider Responsibilities

Service Providers shall accept unconditional fiduciary responsibility for issuing federal funds on behalf of the WDB as specified in this policy. Service providers shall establish and utilize appropriate checks and balances necessary to guarantee the integrity of the supportive services funding. Service Providers shall ensure systems are in place for the review, approval and payment of supportive services pursuant to current WIOA, State regulations, and local WDB directives, policies and procedures.

1. All supportive services payments and collection of back-up documentation (i.e. receipts, mileage logs) will be the sole responsibility of the service provider. Service provider must ensure:
 - a. Payment records will be maintained, completed and readily available for monitoring or audit reviews.
 - b. Participant records and financial records will meet the standards for financial management and participant data systems.
 - c. Records will be maintained in accordance with records retention requirements.
 - d. Original receipts that are dated, itemized, reflect amount paid and type of payment made, with the vendor's printed name, address and phone number are required for reimbursement payment.
 - e. Original invoices that are dated, itemize services or goods, reflect amount billed, with the vendor's printed name, address and phone number are required for payment to vendors.
2. Service provider shall ensure that a case note regarding the type of supportive services received and the corresponding activity are entered in CalJOBS within five (5)

working days from the service date.

3. Service provider shall ensure supportive service corresponding activity code date reflects date supportive service was issued to participant/vendor.
4. Service provider must ensure that supportive service activity code has a corresponding career service or follow up activity code tied to supportive service activity in CalJOBS with the same actual begin date and actual end date unless there is an open training activity code. Supportive service and corresponding career service, follow up, or training activity codes must be coded to the same funding stream.
5. Service provider shall ensure that the total supportive services expenditures for each participant does not exceed the maximum allowable amount of \$1,000.

EXCEPTIONS TO POLICY:

There may be emergency or extenuating circumstances that would warrant a higher than average expenditure in any of the service categories identified in this policy **or a need determined for supportive services that lie outside of the categories set forth in this policy.** Any authorizations exceeding the average expenditure as listed above **or any requests for WIOA allowable supportive services not specifically identified in this policy** must be submitted and approved by the DSS WIOA Program Manager or WDB Director prior to issuance.

AVAILABILITY OF FUNDING:

Service providers will take necessary steps to disburse the supportive services in a manner to provide services throughout the program year to customers who are in need. It is expected that the availability of funds will fluctuate during the program year as participant need varies.

Supportive services funds distribution is ultimately contingent upon the availability of funds. In response to changing needs and the resulting variations in usage, the supportive service average amounts are subject to change, but will not exceed the maximum expenditures identified in this policy.

ACTION:

All WIOA Adult, Dislocated Worker and Youth Program Service Providers shall comply with this policy. This policy will remain in effect from the date of issue until such time that a revision is required.

INQUIRIES:

Any questions regarding this policy may be directed to the DSS WIOA Program Manager at 805-781-1838.

Workforce Development Board Executive Committee
ACTION ITEM
March 29, 2023

AGENDA ITEM NUMBER: 4.4

ITEM: Review and Approve WIOA AJCC RFP Selection Committee Vendor Recommendation and Authorize WDB Staff to Commence Contract Negotiations.

ACTIONS REQUIRED:

- 1) Review and approve of the Administrative Entity's vendor recommendation for America's Job Center of California (AJCC) Services Request for Proposal (RFP) and
- 2) Direct the Administrative Entity to commence contract negotiations with Eckerd Youth Alternatives, Inc. for the program year 2023-2024 AJCC Services contract

SUMMARY NARRATIVE:

A RFP seeking a provider to fulfill the AJCC Operator duties and deliver comprehensive Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker services throughout San Luis Obispo County was released on February 3, 2023. The San Luis Obispo County Department of Social Services is the designated Administrative Entity and Fiscal Agent for the Workforce Development Board (WDB) and will administer WIOA AJCC funds through contractual agreement with the successful proposer.

The proposal submission deadline was March 3, 2023. A technical review was conducted to ensure compliance with WIOA, federal regulations, state policy, and with the specifications of the RFP. The recommended proposal passed technical review.

Below is an overview of the services proposed by Eckerd Youth Alternatives, Inc. for provision of the WIOA AJCC services described in the RFP.

Selection Committee's Recommendation: Eckerd Youth Alternatives, Inc.

Type of Organization: Private Non-Profit Entity; National

Organization Background: Founded by Jack and Ruth Eckerd in 1968, Eckerd provides life changing workforce development, child welfare, behavioral health, and juvenile justice services to more than 34,000 participants and families annually.

Related Experience: Eckerd has more than 35 years of experience providing public workforce (WIOA) services and managing One-Stop Operations. The Eckerd leadership team is well versed in the WIOA legislation, guiding Federal regulations, and their intent. Eckerd is an agile organization able to quickly adapt to legislative changes through collaboration and partnering with workforce development boards throughout the country. Eckerd possesses the ability to provide effective programming as demonstrated through the efficient operation of WIOA funded programs within their national service array, which encompasses the full continuum of workforce services.

Program Details

Territory: County-Wide	
<ul style="list-style-type: none"> ○ Site location: San Luis Obispo (3450 Broad Street, Suite 103A, San Luis Obispo) 	
Contract Term: July 01, 2023-June 30, 2024	Budget: \$600,000
Proposed Program Staff: <ul style="list-style-type: none"> • Operations Director (32%) • Career Center Manager (60%, Biliterate) • Site Manager (45%, Bilingual) • Career Coaches (2 FTEs 1-80%, Bilingual & 1- 100%) • Workforce Development Specialist (1-60%) • Workforce Operations Assistant (1-75%, Bilingual) • Educational Coordinator (5%, Biliterate) 	
Proposed Number of New Participants Enrolled: 80 Training: 38 of the 80 enrolling in Training	Cost per Participant: \$4,000
Supportive Services total proposed budget:	\$4,717
Participant Training requirement:	\$152,000

Program Design: Eckerd has proposed a model of customized service for everyone to meet their employment and training needs. Focusing on preparing clients for middle skills jobs and assist them to advance over time with the necessary education, training, and supports for a career pathway.

Eckerd's career services include access to a Career Coach for development of an Individual Employment Plan, assessment of needs and identification of services to mitigate barriers, further in-depth workshops relating to job seeking and job retention skills, and the provision of supportive services when a participant is unable to obtain said services from other community organizations.

Should there be a need, training services may be provided to close a skills gap that may be impeding a participant from obtaining gainful employment. Eckerd offers a variety of training options to ensure the participant is able to access training in a modality that is most beneficial to their learning style and employment goal.

Eckerd will continue to offer services to regional employers to provide information and support to local businesses facing recruitment of talent and other business needs.

BUDGET/FINANCIAL IMPACT:

An estimated contract amount of \$600,000 is anticipated to be awarded via contract to Eckerd Youth Alternatives, Inc. for the provision of WIOA AJCC WIOA Title I services. This estimate is based on the 2022-2023 program year allocation and is subject to change based on the final 2023-2024 Department of Labor allocations to San Luis Obispo County.

The current PY 2022-2023 AJCC budget is \$727,460 with a projected PY 2023-2024 budget of \$600,000 for the AJCC contract pending final Department of Labor allocations. Based on projections, the participant training requirement will be \$152,000 reducing the operating budget to \$448,000.

STAFF COMMENTS:

Staff recommends that the WDB Executive Committee approve the RFP Selection Committee vendor recommendation and authorize the Administrative Entity to commence contract negotiations and contract development with Eckerd Youth Alternatives, Inc. for WIOA AJCC Services for program year 2023-2024 as described in the RFP. A draft contract scope of work and budget will later be brought to the WDB or WDB Executive Committee for approval prior to the contract being submitted to County Board of Supervisors for final approval and execution of the PY 2023-24 contract.

Workforce Development Board Executive Committee
ACTION ITEM
March 29, 2023

AGENDA ITEM NUMBER: 4.5

ITEM: RECEIVE SCOPE OF WORK AND ACCEPT THE DIVISION OF APPRENTICESHIP STANDARDS GRANT FUNDS

ACTION REQUIRED: It is requested that the Workforce Development Board (WDB) Executive Committee review and receive the scope of work for the State Apprenticeship Expansion, Equity and Innovation Grant (SAEEI) with the State Division of Apprenticeship Standards (DAS) and accept the grant funds with the County of San Luis Obispo serving as the grant fiscal lead on behalf of the Workforce Development Board of San Luis Obispo County.

SUMMARY NARRATIVE:

With the grant writing support of the San Luis Obispo County Office of Education (SLOCOE), the WDBSLO was awarded a \$2,000,000 grant through Department of Labor funding released by the DAS for apprenticeship expansion. The WDBSLO partnered with SLOCOE and the WDB of Santa Barbara County to apply for the grant and expand the existing Registered Apprenticeship training opportunities offered through SLOCOE/SLO Partners in the County and expand the SLO Partners' Registered Apprenticeship trainings into Santa Barbara County. Through this grant, at least one new apprenticeship occupation will also be added to the offerings in SLO and Santa Barbara Counties in addition to expanding the existing apprenticeship opportunities in Information Technology, Manufacturing and Early Childhood Education. The County of San Luis Obispo will serve as the fiscal lead on behalf of the WDBSLO and coordinate contracts with SLOCOE and the Santa Barbara WDB. The grant term is through June 30, 2025 and proposes 380 new registered apprentices to be trained throughout SLO and Santa Barbara Counties as part of the Jumpstart Modern Apprenticeship Development program design outlined in the attached grant scope or work. The grant is a pay-for-performance based project with 25% of the total grant funding available for initial reimbursement of allowable start-up costs and the remaining 75% of the \$2,000,000 grant funds awarded upon registered apprentices meeting a 90-day retention period in the apprenticeship program.

BUDGET/FINANCIAL IMPACT:

The WDB SLO is anticipated to receive a total of \$218,000 in grant funds for fiscal management and contract coordination/administration and required CalJOBS participant data entry. The WDB of Santa Barbara County is anticipated to receive \$192,000 for business engagement staffing to develop employer placements for registered apprentices, and CalJOBS data entry. The remaining \$1,590,000, and majority of the grant funding, will be contracted to SLOCOE/SLO Partners for provision of the Registered Apprenticeship training as well as digital outreach campaigns and required data reporting of registered apprentices.

Staff Comments:

Upon approval of the WDB to accept the DAS grant funds, the DAS contract will go before the County Board of Supervisors in May 2023 for County approval to accept the grant funds and

execution of the contract with DAS. The resulting contracts with SLOCOE and Santa Barbara County WDB will also go before the SLO County Board of Supervisors for execution.

Division of Apprenticeship Standards Grant Agreement (Pursuant to Labor Code section 3073.2)

This Grant Agreement is entered into by and between the Department of Industrial Relations, Division of Apprenticeship Standards (hereinafter referred to as “DAS” and “Grantee”) and San Luis Obispo Workforce Development Board, in the State of California, duly organized, existing, and acting pursuant to the laws thereof, herein referred to as the “Sub-Recipient,” which parties do hereby agree as follows.

As the grantee, DAS shall provide funding from the State Apprenticeship Expansion, Equity, and Innovation Grant (SAEEI) to San Luis Obispo Workforce Development Board, the sub-recipient, as a subaward to assist in funding the Jumpstart Modern Apprenticeship Development. The parties agree to comply with all the requirements and conditions stated herein as well as all commitments identified in the Grant Solicitation for the State Apprenticeship Expansion, Equity, and Innovation Grant (SAEEI) for program period July 1, 2022-June 30, 2025.

This grant is designed to provide start-up funding for creating new apprenticeship programs, or for creating new occupations within an existing registered apprenticeship program.

A. GRANT SUMMARY

Fiscal Agent: San Luis Obispo Workforce Development Board
Project Title: Jumpstart Modern Apprenticeship Development (JMAD)
Authorized Official:
Grant Title: State Apprenticeship Expansion, Equity, and Innovation Grant (SAEEI)
Assistance Listing: 17.285
Total Grant Amount: \$2,000,000
Total Match (if applicable):
Total Grant Funded: \$2,000,000

B. GRANT PARTIES

Correspondence regarding this project shall be directed to:

DAS Grant Manager: Raul Galvan
Title: Staff Service Manager II
Address: 1515 Clay Street, suite 1902, Oakland, CA 94612
Phone: 415-730-4344
Email: DASgrantsunit@dir.ca.gov

Correspondence regarding this project shall be directed to:

Sub-Recipient Liaison Name: Dawn Boulanger
 Title: San Luis Obispo Workforce Development Board Director
 Address: 3433 S.Higuera St., PO BOX 8119, San Luis Obispo, CA 93403
 Phone: 805-781-1835
 Email: dboulanger@co.slo.ca.us

If the DAS Grant Manager identified above changes, DAS will notify the Sub-Recipient Liaison of said change and provide the new contact information. If the Sub-Recipient Liaison identified above changes, the Sub-Recipient will notify the DAS Grant Manager of said change and provide the new contact information.

C. TIME PERIOD

The grant performance period will be from July 1, 2022 through June 30, 2025.

Performance of work or other expenses billable to DAS under this grant may commence after full execution of this Grant Agreement by both parties. Performance of this grant ends once the Sub-Recipient has submitted both the final financial and performance report, or when this grant is terminated, whichever is earlier.

Upon completion of the project, the Sub-Recipient shall submit a final report to the DAS Project liaison no later than **July 31, 2025**.

Final submission of invoice and request for payment shall be received by DAS not later than **August 15, 2025**.

The Chief of DAS retains the authority to terminate, or reduce the grant amount of, this Grant Agreement for nonperformance.

D. DUTIES AND REQUIREMENTS

This section defines the respective duties and requirements of DAS and the Sub-Recipient in implementing Jumpstart Modern Apprenticeship Development.

1) DAS Role

DAS is responsible for the following:

- a) Participating in regular meetings with the Sub-Recipient to discuss program refinements and guiding program implementation
- b) Reviewing and approving the Payee Data Record (STD 204) Form, invoices for request of payment and distributing grant funds to the Sub-Recipient
- c) Reviewing and approving the data collection plan Providing program oversight and accountability (in conjunction with the Sub-Recipient)

2) The Sub-Recipient's Tasks

At a minimum, the Sub-Recipient's program duties and requirements include, but are not limited to, the following tasks:

- a) The Sub-Recipient's key project personnel will participate in meetings with DAS staff. The Sub-Recipient may be asked to schedule additional meetings at the sole discretion of the DAS Grant Manager.
- b) Initial Project Kick-off Meeting: The Sub-Recipient's key project personnel, in collaboration with DAS, will plan, conduct, and attend an initial meeting with DAS staff following execution of the Grant Agreement. Meetings may be conducted by phone or an agreed upon video conferencing platform. Topics for discussion may include, but not be limited to, the following:
 - Agenda, with meeting access information, provided prior to the meeting
 - Project tasks, timelines, and milestones
 - Project design and outreach activities
 - Content and format for quarterly reports and final reports
 - Schedule for ongoing coordination of meetings
 - Other items as necessary
- c) Ongoing Project Coordination: Sub-Recipient will hold coordination and review meetings, on at least a quarterly basis, with DAS staff to discuss project status, as well as a final meeting, at the conclusion of the project. Additional meetings may be scheduled by DAS staff or Sub-Recipient, as needed. Meetings may be conducted by phone or an agreed upon video conferencing platform if deemed appropriate. Project coordination and review meetings should contain:
 - An Agenda, with meeting access information, provided prior to the meeting
 - Discussion of project activities, deliverables, schedules, and milestones
 - Discussion of any difficulties encountered since the last project update
 - Concerns or questions requiring resolution from DAS
 - Notification of any pending disbursement requests
 - Scheduling of the next project coordination meeting

- d) The Sub-Recipient will coordinate project plans with all project partners, including Sub-contractors and Community Partners. This must include:
- Regular communication with all Sub-contractors, such as check-ins to keep track of progress made and troubleshoot issues encountered. The Sub-Recipient is responsible for keeping DAS informed of progress on all projects, including those that are being led by one of the Sub-contractors.
 - Regular communication with employers and community partners, in a mutually agreed-upon format, to share progress and receive feedback on project implementation and design.

E. Expected Outcomes and Outputs provided by the Sub-Recipient in Exhibit B (II) of the SFP:

(1) Participant Outcomes and Outputs

JMAD is designed to achieve the following outcomes: Produce at least 380 registered apprentices; an average initial salary on completing the apprenticeship of at least \$45,000 per year; successfully recruiting for diversity so that at least 25% of apprentices are from target non-traditional, under-represented populations; create at least one new RAP. The outputs derived from achieving these outcomes are the following: At least 152 residents are upskilled/reskilled; the two participating counties will see an economic impact of at least \$6 million and an annual payroll impact of at least \$1.2 million; employers will have a growing pipeline of highly qualified workers and local residents have increased access to high quality, non-traditional, innovative apprenticeship programs.

While the population of the proposed service area cannot compare with the large urban areas of the state, the need is great as the employers being served are SMEs and the estimated number of residents in the two counties who are potential candidates for RAPs is 136,968. Further, LMI data and employer requests support the need for at least this number of apprentices and the addition of at least one new RAP and expansion of current RAPs.

As SLO Partners has experienced an apprentice attrition rate of less than 5% over the five-years of managing apprenticeship programs. This low rate of attrition is the result of front loading training so candidates are well prepared when they enter the apprenticeship. The total number of registered apprentices to be served scheduled for completion in the apprenticeship program is expected to be 380. Similarly, the number of registered apprentices successfully completing the apprenticeship program is expected to be 380.

That JMAD will produce at least 380 apprentices over the three years of the project is supported by the five years' of proven results experienced by SLO Partner RAPs. SLO

Partners also has an impressive record of recruiting employers to participate in the RAPs, so the participation of at least 65 employers is a sound projection. SLO Partners also has five years of data on the percentage of registered apprentices scheduled for completion of each apprenticeship program, the employment rate of apprentices for the second quarter after exit from the program, and the employment rate for apprentices for the fourth quarter exit from the program. These years of accumulated data support the projection of 75% of the 380. The years of collected data on the median earnings of apprentices second quarter after exit make the projection of \$45,000 very credible.

II.2 Expanding Registered Apprenticeship Programs Outputs

Each of the twelve quarters of the JMAD project, the milestone for each quarter is 31.6 apprentice candidates, or the target number of at least 380 divided by twelve (See Workplan). The rationale has two components. First, SLO Partners has a proven track record for recruiting candidates and retaining them through completion of the apprenticeship. While, obviously, there will not be fractions of candidates, through experience, second, SLO Partners is confident that, given the number of current successful RAPs which will be expanded to SB County, and the addition of at least one new RAP, as well as their ability to recruit employers, making at least 65 employers feasible, meeting the goal of at least 380 registered apprentices an easy goal to meet.

F. Project Work Plan provided by the Sub-Recipient in Exhibit B (III) of the SFP

III. Project Work Plan

III.I REP Development, Modernization, and Diversification

Jumpstarting Modern Apprenticeship Development (JMAD) will **expand and create modern, innovative, non-traditional RAPs** in order to prepare local talent on the central coast for success with quality jobs in head-of-household career pathways that are designed to fast-track skill sets to meet **the needs of businesses, especially SMEs**. The focus is on high-wage, quality entry level career opportunities with high wage growth potential. JMAD will recruit for **diversity** which is a desirable trait for candidates in the innovative industries hungry for diverse talent. SLO Partners will execute and will work with the San Luis Obispo and Santa Barbara WDB Boards to develop and implement **targeted digital marketing campaigns and systems** that attract diverse candidates to apprenticeship opportunities.

The approach is based on the **successful structures and strategies** developed and implemented by SLO Partners which have **realized impressive outcomes**: 152 residents upskilled/reskilled in 2021, 32% average salary increase of \$11,000 per year, average starting salary \$47,000, non-traditional and under-represented participants composed 40% of the apprentices, \$4 million in annual payroll impact, 63 participating employers, and participants' average age of 34.

JMAD's mission is to build a strong workforce and a healthy economy through **non-traditional, innovative, modern apprenticeship programs**. JMAD will work with employers to expand existing RAPS in the region and develop and implement at least one new RAP. LMI data and input from local employers support expanding SLO Partners' highly successful, non-traditional, innovative, and modern tech and precision manufacturing RAPs within SLO County and extend them to SB County. LMI data and local employers show an ongoing need for software developers, cybersecurity specialists, data analysts, Early Childhood Education (ECE) associate teachers and teachers as well as a RAP in Bookkeeping/Accounting.

JMAD will provide **accelerated training** opportunities to local residents so that they have the skills and knowledge necessary for success, and will source **modern apprenticeship jobs** with local businesses. In turn, JMAD will ensure that businesses will have the **skilled workforce** required for a sound, growing team. JMAD will **strategically curate relationships** with **SME business partners**, understanding their business needs and challenges in order to **make their hiring decisions easy, provide an ongoing skilled talent pipeline, and foster economic development and community involvement**.

JMAD in SLO County will use **SLO Partners' current CRM data system** which will also be **implemented across the central coast and with the support of the Santa Barbara WDB**. This data system aligns with CAS, CalJobs, RAPIDS, and WIPS. The system generates interested leads; tracks applicants; monitors candidates; manages employers; monitors and tracks the apprentice through the apprenticeship process and training; tracks certifications, and finally tracks apprenticeship alumni as a source of interested leads. Among the advantages of the system is that it enables **data-driven decision making** which assists in monitoring the effectiveness of the RAPs and reports on such data points as percentage of diversity in the apprentice pool, economic impact, employment record, and average starting salary.

III.2 Partnership and Alignment Support Workforce System Integration

SLO Partners can accelerate the launch of non-traditional, innovative, modern apprenticeship programs funded under the State Apprenticeship Expansion, Equity, and Innovation Grant (SAEEI) by providing ongoing technical assistance and support to the SB County WDB. The focus will be on methods for (1) **streamlining program operations** and administration; (2) **private sector involvement**, with an emphasis on growth-oriented SMEs; and (3) **apprentice recruitment**, especially for diverse candidates. Modern apprenticeship programs require non-traditional and innovative methods of employer attraction, apprentice recruitment, apprentice training, and government recordkeeping/reporting.

SLO Partners technical assistance role and support for expansion into Santa Barbara with the support and staff of the SB WDB:

Stage 1: Operations and Administration: Translate and adapt DAS requirements to expand opportunities for apprenticeship for residents and employers; streamline operations and administration for program sponsors implementing RAPs and implementing SLO Partners' CRM system locally for operational and administrative workflows required for tracking and reporting.

Stage 2: Private Sector Involvement: Facilitate with SB WDB's employer outreach and customer development strategies to assess labor market needs and apprenticeship opportunities; and facilitate the Development of processes for selection retention and hiring of qualified and diverse candidates for employment opportunities and ongoing employer relationship management.

Stage 3: Apprentice recruitment and retention: Facilitate the development and execution of targeted digital marketing campaigns and systems that attract diverse candidates to apprenticeships; and facilitate the development and execution of ongoing communication with and promotion of employed apprentices.

The SLO WDB will function as fiscal agent for the grant and will assist with SB WDB and SLO Partners in on boarding new employers as well as contributing, with SB WDB, WIOA funding for the project. SLO Partners will **leverage existing SB and SLO WDB staff** to coordinate recruiting, marketing, training, and hiring in a RAP.

JMAD will employ **braided funding sources** as applicable to coordinate and maximize resources, including FTES apportionment via the California Community Colleges Chancellor's office; Employment and Training Panel (ETP); SLO and SB WDB Workforce Investment Opportunity Act (WIOA) ; Pell Grants; the GI Bill; and funding sources from the US Department of Labor: Employment and Training Administration; the Strong Workforce Regional Consortium Regional Project; the Adult Education Block Grant (AEBG); the Department of Rehabilitation training and vocational rehabilitation; and/or employer-subsidized funding; and local employer investment.

III.3 Increasing the Number of Apprentices Enrolled in RAPs

Three hundred eighty (**380**) registered apprentices will enroll in RAPs through JMAD. JMAD will **recruit for diversity**. This includes developing and executing ongoing communication with and promotion of employed apprentices as a source for interested leads. SLO Partners will also work with the SB WDB to develop and execute **targeted digital marketing campaigns** and systems that attract diverse candidates to apprenticeship opportunities. Further, the program will develop and execute **targeted marketing, outreach, and recruitment to women, minorities, veterans, as well as other under-represented groups**, through non-traditional, innovative development and expansion strategies, including early access to career exploration opportunities that include **connecting current and future candidates with successful role models** with whom they can identify in a future career path. Marketing, outreach, and recruitment to include testimonials from apprentices from non-traditional, under-represented, and minority populations as well as in person contact through community-sponsored

information events and through **online web and video content** disseminated through partner organization social media channels.

JMAD will provide online and other cloud-based job platforms to **facilitate** interested individuals in **applying** for posted apprenticeship positions. The program will also provide assistance with resumes, honing mock interview skills, application processes, etc. JMAD will employ SLO Partners' **successful pre-screening process** between employers and Workforce Development Board job training agencies for WIOA applicants. Applicants will receive **career-specific training** to ensure that they are job ready; and graduates of the career-specific training will be matched to employers seeking apprentices.

III.4 Innovation in Apprenticeship Expansion Efforts

Since 2018, SLO Partners has built non-traditional, innovative, and well-recognized modern apprenticeship programs with over 150 apprentices. The SLO Partners' program was designed to scale; and its documented processes and procedures were developed to expand and adapt to other regions and partners. The approach emphasizes **"grow your own."** To ensure qualified candidates, the process starts with an intensive bootcamp to determine which applicants are best suited to enter the selected RAP. SLO Partners **screens candidates for attitude and aptitude**, provides **specialized training, talent matches for in-demand jobs**, and supports the **local community** through building a pipeline of well-qualified employees and contributing to economic stability. In addition, JMAD will implement such non-traditional and innovative strategies as digital marketing of the RAPs, the adoption of a CRM as the RAP data system, and the expansion and development of RAPs which meet the unique needs of SMEs for which SLO Partners has a proven record of results.

JMAD will focus on securing private sector involvement in the project, with an **emphasis on growth-oriented SMEs**. Through such activities as surveys, outreach, discussions with individual businesses and enterprises, and forums, JMAD will gather information on the needs of local SMEs and the challenges they face in securing talent. JMAD personnel will follow up with employers once a quarter for a year to learn about apprentices' experiences in order to improve the RAPs. The project will also implement ongoing communication with and promotion of employed apprentices to provide support and foster success. In order to ensure the proven results experienced by SLO Partners' RAPs, SLO Partners will consult with SB WDB to develop processes for selection, retention, and hiring of qualified and diverse candidates for employment opportunities and ongoing employer relationship management.

Labor Market data, data from the SLO Economic Vitality Corporation, the documented challenges which SLO and SB SMEs have articulated in recruiting talent from outside the counties and the need for a pipeline of highly qualified talent to fill in-demand jobs, U.S. Census data, the proven results experienced by SLO Partners' RAPs all support the need for the proposed innovations.

G. FISCAL ADMINISTRATION

Budget

- 1) The grant performance period for participating projects will be from July 1, 2022, through June 30, 2025. The 25% reimbursement for start-up cost is allowable including the period from July 1, 2022 until the contract is fully executed. No obligation or commitment of funds will be allowed beyond the grant period of performance.
- 2) The maximum amount of this Grant is \$2,000,000.
- 3) The budget for the sub-recipient is provided in their submission of Exhibit B (SFP). Grant disbursement requests for funds shall not exceed the grant amount.
- 4) During the first six months of the project, the sub-recipient organization is allowed to use the funds for administrative costs, start-up costs, and appointing grant-specific staff.
- 5) Grant sub-recipients will receive a reimbursement of up to 25% of the Grant award, \$500,000 to be used for start-up costs and is allowable including the period from July 1, 2022 until the contract is fully executed. This includes costs associated with developing an administrative infrastructure to report into the DAS California Apprenticeship System (CAS), CALJOBS, Federal Apprentice System (RAPIDS) and the Workforce database (WIPs) system, track apprenticeship progression, and provide monthly and quarterly reporting to DAS.

Allowable expenses include:

- Costs of setting up the program
 - Cost associated with convening partners and sponsors for planning
 - Curriculum costs
 - Costs related to design and start-up of RAPs
 - Train-the-trainer costs or activities
- 6) The remaining 75% of the Grant award, \$1,500,000 will be disbursed to grantees through a pay-for-performance model, after a 90-day retention period of apprentices registered in CAS, RAPIDS and CALJOBS are met, the sub-recipient are permitted to submit allowable grant line-item expenditure requests for:
 - Classroom education or online training for apprentices
 - Books and training materials

- Initial proficiency testing
- Project management
- Case management
- Funding costs associated with Related Instruction
- Supportive services offered through Local Workforce Development Boards
- The creation and registration of non-traditional RAPs
- Creating a pathway for adult learners, including English Language Learners, to Registered Apprenticeship
- Creating RAPs that attract apprentices who fall into California's WIOA target populations
- Registering a Group Joint or Group Non-Joint Registered Apprenticeship
- Registering a youth Apprenticeship, and/or a justice involved Apprenticeship
- The Related & Supplemental Instruction reimbursement for newly Registered Apprentices. (Employers may not request reimbursement for previously registered Apprentices.)
- Related Instruction costs such as for tuition, fees, and books.
- The Related & Supplemental Instruction Reimbursement only covers the employer's actual costs for Related Instruction (and does not include costs paid by other grant funding streams, by the Registered Apprentice, etc.).
- Conferences funded in whole or in part by the award are allowable if the conference is necessary and reasonable for the successful performance of the grant. Sub-recipients are urged to use discretion and good judgment to ensure that all conference costs charged to the grant are appropriate and allowable. For more information in the requirements and the allowability of costs associated with conferences, refer to 2 C.F.R. §200.432. Sub-recipients will be held accountable to the requirements in 2 C.F.R. §200.432. Therefore, costs that do not comply with 2 C.F.R. §200.432 will be questioned and may be disallowed.
- Pursuant to Public Law 116-94, Division A, Title 1, Section 105, recipients and subrecipients shall not use funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II. The Executive Level II salary may change yearly and is located on the OPM.gov website (<https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2020/executive-senior-level>). The salary and bonus limitation does not apply to contractors (vendors) providing goods and services as defined in 2 CFR 200.330.

7) Unallowable Expenses

- SAEEI Projects are prohibited from directly paying participant wages
- Food and beverage costs are not allowable expenses under this award
- alcoholic beverages
- entertainment
- goods or services for personal use
- capital expenditures for construction, purchases, additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to buildings, capital assets or real property (an alteration or other change that materially increase the useful life or value of the property or asset is a capital expenditure)
- pre-award costs
- stipends to participants
- participant wages
- door prizes, and other giveaways
- foreign travel
- out-of-state travel
- vehicles
- supplanting existing federal, state, or local funds available to the proposed program
- Federal funds may not be used to pay any royalty or license fee for use of a copyrighted work, or the cost of acquiring by purchase a copyright in a work
- any costs that are unallowable under OMB Uniform Guidance (2 C.F.R. Part 200), the state's Uniform Grants Management Standards

8) Use of Funds for Incentives to Employers

Sub-Recipient may use the grant funds to provide one-time "incentive" funds to new employers, joint labor management organizations, or industry associations (or other partners included in a multi-employer partnership) to directly fund new RAPs in targeted industries in which they are serving.

Allowable uses of incentive funding to support RAP development, launch, and sustainability, include:

- Registration of RAPs with the Department or a federally recognized State Apprenticeship Agency
- Costs related to design and start-up of RAPs
- Classroom education or online training for apprentices

- Extraordinary costs related to on-the-job learning (excluding wages). These extraordinary costs to the employer can be calculated based on an apprentice's wages, as well as based on a professional worker's time as mentor for an apprentice in OJT.
- Train-the-trainer costs or activities
- Training supplies for apprentices (in consultation with the Department)
- Curricula development.

These incentive funds must be aligned to the goals of this Grant. Sub-Recipient must have written policies and procedures in place governing the awarding of incentive funds, and the incentives provided under this Grant must comply with these organizational policies. Policies and procedures should include detailed processes for identification of recipients, distribution, and management of the incentive funds to ensure employer commitments are met. Further, sub-recipients shall also provide, in monthly reports to the DAS, all recipients of incentive funding, status of activities related to the use of incentive funding, and when feasible, itemized costs related to the use of incentive funding.

H. GRANT DISBURSEMENTS

- 1) With each disbursement request, the Sub-Recipient must provide an invoice and documentation as required in this section.
- 2) Grant payments shall be made only for reasonable costs incurred by the Sub-Recipient and submitted per the requirement of the DIR Accounting Office; has completed the milestones stipulated in Exhibit B of this Grant Agreement. Documentation of accomplishment has been provided to DAS in the form of the Performance Report; and any associated deliverables (if applicable) have been provided to DAS. The DAS has the sole discretion to accelerate the timeline for allowable disbursements of funds (identified in Exhibit B, except for the final disbursement) necessary to ensure completion of the Sub-Recipient's goals.
- 3) Grant payments are subject to DAS approval of Performance Reports and any accompanying deliverables. A payment will not be made if DAS deems that a milestone has not been accomplished or documentation has not been provided; that claimed expenses are not documented, not valid per the budget, or not reasonable; or that the Sub-Recipient has not met other terms of the grant.
- 4) The Sub-Recipient shall email the completed and signed Payee Data Record (STD 204) Forms to the DAS email address DASGrantUnit@dir.ca.gov.

I. PERFORMANCE

- 1) In order to receive grant funds, the sub-recipient must complete the following during the grant period:

- a) Have a dually registered apprenticeship program, with the California Division of Apprenticeship Standards and the Federal Office of Apprenticeship, by approximately December 31, 2022
 - New apprenticeship program must work with DAS to outline the structure and standards of the apprenticeship program.
 - Existing apprentice programs must work with the DAS to create a new apprenticeship program, dually registered by the California Division of Apprenticeship Standards (DAS) and the Federal Office of Apprenticeship, by approximately December 31, 2022
- b) Register the number of apprentices listed on the Apprenticeship Performance Goals Matrix (EXHIBIT D) of their grant proposal during the performance period of this grant. (Apprentices must have a 90-day retention of employment and have an apprenticeship start date after July 1, 2022, in the DAS California Apprenticeship System (CAS), CALJOBS, DOL RAPIDS and the Workforce database (WIPs) system.
- c) Participate in the evaluation, technical assistance and outreach efforts hosted by DAS, which may include sharing data when requested and participating in cohort calls, online community of practice events, webinars, and Learning Labs to share effective practices and lessons learned.
- d) Develop and recruit members for the apprenticeship program's training committee. (Joint Apprenticeship Training Committees or Unilateral Training Committees only. Training committees are not required for single employer programs)
- e) Create and maintain partnerships with other local support agencies such as community-based organizations (CBOs), higher education institutions/universities, community colleges, K-12 educational agencies, etc., in order to increase completion rates, promote the participation of under-represented populations, and contribute to the overall success of the program.
- f) Create a sustainability plan that identifies potential funding sources and coordinate with other agencies (e.g., Employment Training Panel, California Workforce Development Board, Division of Apprenticeship Standards, etc.) in order to ensure that the apprenticeship program will continue to operate after the end of this grant.
- g) Sub-Recipient is required to use the state and federal online reporting systems. Additionally, the Sub-Recipient must follow the instructions for, and provide all the reports listed in, (letter N) of this contract.

J. TERMINATION

- a) DAS reserves the right to terminate this grant upon thirty days' written notice to the Sub-Recipient, if DAS determines that the project has not progressed

satisfactorily during the previous six months, and the Sub-Recipient and DAS have been unable to agree on modifications. In the event of early termination, the Sub-Recipient will submit both a Financial and Performance Report covering activities up to, and including, the termination date.

- b) In the event the Sub-Recipient commits fraud or makes any misrepresentation during the performance of the grant, DAS reserves the right to terminate the grant, accordingly, including the right to recapture all funds disbursed to the Sub-Recipient under the grant.

K. ADMINISTRATIVE REQUIREMENTS

Sub-Recipient must comply with all administrative and reporting requirements to remain eligible for awarded funds. If the sub-recipient does not comply, the sub-recipient may be de-obligated.

L. MONITORING AND AUDITS

- 1) During the performance period, the sub-recipient will be monitored and/or audited by the state in accordance with existing policies, procedures, and requirements governing the use of the SAEI Grant funds. The Sub-Recipients are expected to be responsive to all reviewers' requests, provide reasonable and timely access to records and staff, facilitate access to subcontractors, and communicate with reviewers in a timely and accurate manner as reference in the RFP.
- 2) Sub-Recipients that are units of [Local Government](#) or [Non-Profit Organizations](#) must ensure that audits required under OMB guidelines are performed and submitted when due. Organizations that are a grantee under the WIOA Title I and that expend more than the minimum level specified in OMB [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#) must have either an organization-wide audit conducted in accordance with Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards or a program-specific financial and compliance audit.
<https://www.grants.gov/learn-grants/grant-policies/omb-uniform-guidance-2014.html>.

M. PROJECT RECORD RETENTION

Sub-Recipient and their subcontractors must follow Federal guidelines on record retention, which require that financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award (included documentation from any sub-recipient and subcontractors must be retained for a specific period of time). The Sub-Recipient is required to establish and maintain participant records. That required period is three years.

- 1) For the sub-recipient, the three-year period begins on the date of submission of its final financial expenditure report to the state.

- 2) The Sub-Recipient will be required to maintain project and fiscal records sufficient to allow federal, state, and local reviewers to evaluate the project's effectiveness and proper use of funds. The record keeping system must include both original and summary (computer generated) data sources.

N. REPORTING

The Sub-Recipient must use the required state and federal Online Reporting Systems: California Apprenticeship System (CAS) Web Registration, the DOL Rapids system, CALJOBS and WIPS.

1) Reporting Requirements

A Sub-Recipient will be required to submit the following reports to DAS on supplied templates.

Invoice – submitted no more often than monthly with documentation of expenses, per DIR Accounting requirements subject to change as required.

CAS Active Apprentice Report – Name of people registered
Narrative milestone

2) Quarterly Data Submissions

Participant data must be entered by the 10th day after the end date of each quarter.

3) Quarterly Performance Reports (QPRs):

- a) QPRs provide regular updates towards the grant program goals. QPRs are due no later than ten (10) days after the end date of each quarter.
- b) In addition to the QPR, the grantee must submit a Quarterly Narrative Report (QNR) within 30 days after the end of each calendar year quarter, during which the grant is within the period of performance for the award.
- c) The QNR includes quarterly information regarding accomplishments, including project success stories, upcoming grant activities, and promising approaches and processes, as well as progress toward performance outcomes, including updates on product, curricula, and training development. (As a guide, the report should be 10 pages, maximum.)
- d) New Registrations retained for 90 days can be invoiced
- e) Under 50% completion across all apprentices will be considered underperformance.

4) Ad-hoc Reports:

Ad hoc reports, as requested, by DAS to meet the potential need for timely information during the grant term as reference in the RFP.

5) Monthly Expenditure Reports

Submit an accurate monthly financial report, including accrued expenditures and obligations, no later than 11:59 p.m. Pacific Time on the 20th day of each month by e-mail to DAS GU at DASGrantUnit@dir.ca.gov. The monthly financial report in this requirement reports monthly obligations, expenditures, program income, and, where applicable, leverage amounts for the grant award.

O. CLOSEOUT

- 1) A grant line-item closeout and narrative closeout report is required to be submitted within 60 days after the end of the grant term. Sub-Recipient should include costs associated with closeout activities in the budget plan. Additional reporting information, requirements, templates and instructions will be provided to sub-recipients, once awarded.
- 2) Financial Closeout Package
Electronically submit a financial closeout package by e-mail to DAS at DASGrantUnit@dir.ca.gov on the 45th day after the grant end date. DAS reserves the right to require a financial closeout package at the end of the initial grant period, or another date specified by DAS.
- 3) A Final Performance Report must be submitted to DAS regarding the grant outcomes. The Final Performance Report is due no later than thirty (30) days after the grant end date. The Final Performance Report shall include, but is not limited to:
 - a) a description of the program
 - b) program goals outlined and achievements described
 - c) review of the activities accomplished
 - d) program obstacles encountered
 - e) key stakeholders with contact information
 - f) positive outcomes
 - g) best practices

- h) areas needing improvement
- i) lessons learned
- j) sustainability strategy after the end of the program
- k) any other activities provided by the grantee.

P. COMPLIANCE

All funds are subject to their related state and federal statutory and regulatory requirements. These requirements are detailed in governing documents that include, but are not limited to, the WIOA and its associated federal regulations, OMB Circulars, and Title 29 of the *Code of Federal Regulations*.

Q. INTELLECTUAL PROPERTY RIGHTS/CREATIVE COMMON ATTRIBUTION LICENSE

- 1) Creative Commons Attribution License. As required at 2 C.F.R. § 2900.13, any intellectual property developed under a competitive award process must be licensed under a Creative Commons Attribution 4.0 (CC BY) license, which allows subsequent users to copy, distribute, transmit and adapt the copyrighted work and attribute the work in the manner specified by the sub-recipient. For general information on CC BY see <https://creativecommons.org/licenses/by/4.0>.
- 2) The CC BY license is a requirement for work developed by the sub-recipient in whole or in part with grant funds. Pre-existing materials from third parties, including modifications of such materials, remain subject to the intellectual property rights the sub-recipient receives under the terms of the particular license or purchase. Works created by the sub-recipient without grant funds do not fall under the CC BY license requirement. When purchasing or licensing consumable or reusable materials, the sub-recipient is expected to respect all applicable federal laws and regulations, including those pertaining to the copyright and accessibility provisions of the Federal Rehabilitation Act.
- 3) The instructions for marking your work with CC BY can be found at https://wiki.creativecommons.org/wiki/Marking_your_work_with_a_CC_license. The federal government reserves a paid-up, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to apply for federal purposes: i) the copyright in all products developed under the grant, including a subaward or contract under the grant or subaward; and ii) any rights of copyright to which the recipient, subrecipient or a contractor purchases ownership under an award (including, but not limited to, curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise.

4) If applicable, the following needs to be provided on all products developed in whole or in part with grant funds:

5)

“This workforce product was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor (DOL) makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it.”

R. INTELLECTUAL PROPERTY RIGHTS AND BAYH-DOLE ACT

- 1) All small business firms and non-profit organizations (including institutions of Higher Education) must adhere to the Bayh-Dole Act, which requirements are provided at 37 C.F.R. § 401.3 (a) and at: <https://doleta.gov/grants/pdf/BayhDoleGrantTerm.pdf>.
- 2) To summarize, these requirements describe the ownership of Intellectual Property rights and the government’s nonexclusive, nontransferable, irrevocable, paid-up license to use any invention conceived or first actually reduced to practice in the performance of work under this grant. These requirements are in addition to those found in the Intellectual property Rights term provided in the DAS Grant Solicitation document.

S. EVALUATION

- 1) As a condition of grant award, sub-recipients are required to participate in an evaluation of the apprenticeship program, if undertaken by the DAS and/or DOL. As a result, the state may pursue a statewide evaluation of the projects awarded through this grant. If a statewide evaluation takes place, the sub-recipient will be required to participate in that evaluation by providing requested data and information. Therefore, the sub-recipients are expected to document lessons learned and effective practices ascertained through this project.
- 2) The evaluation may include an implementation assessment across sub-recipients, an impact and/or outcomes’ analysis of all or selected sites within or across sub-recipients, and a benefit/cost analysis or assessment of return on investment. Conducting an impact analysis could involve random assignment (which involves the random assignment of eligible participants into a treatment group that would receive program services or enhanced program services, or into control group(s) that would receive no program services, or program services that are not enhanced). We may require Sub-Recipient to collect data elements to aid the evaluation.

- 3) As a part of the evaluation, as a condition of award, the sub-recipient must agree to:
 - a) make records available to the evaluation contractor on participants, employers, and funding
 - b) provide access to program operating personnel, participants, and operational and financial records, and any other relevant documents to calculate program costs and benefits
 - c) in the case of an impact analysis, facilitate the assignment by lottery of participants to program services, including the possible increased recruitment of potential participants
 - d) follow evaluation procedures as specified by the evaluation contractor under the direction of the state/DOL.

T. STANDARD PROVISIONS AND INTEGRATION

This Grant Agreement is complete and is the final Agreement between the parties. The following Exhibits are attached and made a part of this Grant Agreement by this reference:

Exhibit A: Scope of Work

Exhibit B: Budget Summary

Exhibit C: Project Schedule

Exhibit D: Apprenticeship Performance Goals Matrix

Exhibit G: Project Abstract

Exhibit GI: Project Narrative

Exhibit GII: Budget Narrative

Exhibit H: Department of Labor Terms and Conditions

Exhibit I: General Terms and Conditions

IN WITNESS WHEREOF, the parties hereto have executed this Grant Agreement.

State of California

[Insert SUB-RECIPIENT Name]

Department of Industrial Relations

[Insert DAS Project Representative,
Rep]
Title, and Division]

[Insert Sub-Recipient Project
[Name and Title]

Date _____

Date _____



WDB SLO DAS SAEI Grant PY 2021-25
Budget Summary

Applicant: Workforce Development Board of San Luis Obispo County
Project Name: Jumpstarting Modern Apprenticeship Development

Line Item	Expense Item	SAEEI Grant Percent Funds	Amount Leveraged (Optional)	Total Project Budget	Source of Leveraged Funds (Optional)	In-Kind/ Cash (Optional)
A.	Staff Salaries	6.30%		\$126,000.00		<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
B.	Number of full-time equivalents					
C.	Staff Benefit Cost	4.20%		\$84,000.00		<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
D.	Staff Benefit Rate (percent)					
E.	Staff Travel			\$0.00		<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
F.	Operating Expenses			\$0.00		<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
G.	Furniture and Equipment					
1.	Small Purchase (unit cost of under \$5,000)			\$0.00		<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
2.	Large Purchase (unit cost of over \$5,000)			\$0.00		<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
3.	Equipment Lease			\$0.00		<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
H.	Consumable Testing and Instructional Materials			\$0.00		<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
I.	Tuition Payments/Vouchers			\$0.00		<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
J.	On-The-Job Training	52.25%		\$1,045,000.00		<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash

Line Item	Expense Item	SAEEI Grant Percent Funds	Amount Leveraged (Optional)	Total Project Budget	Source of Leveraged Funds (Optional)	In-Kind/ Cash (Optional)
K.	Participant Support Services			\$0.00		<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
L.	Contractual Services (Exhibit G, complete if applicable)	22.50%		\$450,000.00		<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
M.	Indirect Costs*(complete items 1 and 2 below – Administrative Costs and Program Costs)	10.00%		\$200,000.00		<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
N.	Other (describe): Ads	4.75%		\$95,000.00		<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
O.	TOTAL FUNDING**	\$ 2,000,000.00	\$ 0.00	\$ 2,000,000.00		
					Total Award	\$ 2,000,000 .00
					Administrative Costs	\$ 200,000.00
					Program Costs	\$ 1,800,000.00

* A maximum of 10% of the total project budget will be allowed for administrative costs. The definition of administrative costs is provided in Appendix B of the SFP.

STATE USE ONLY	EXHIBIT F
Subgrant Number	
Grant Code	
Initial Plan	
Modification Date	
Subrecipient Code	

<p>▶ Screen candidates</p>	<p>women, minorities, as well as other underrepresented groups, through innovative development and expansion strategies, including early access to career exploration opportunities that include connecting current and future candidates with successful role models they can identify with in a future career path. Marketing, outreach, and recruitment to include testimonials from apprentices in person through community sponsored information events and through online web and video content disseminated through partner organization social media channels.</p> <p>▶ Guide interested individuals in accessing online and other cloud- based job platforms to apply for posted apprenticeship positions.</p> <p>▶ Assist with resume, mock interview skills, application processes.</p>	<p>SLO Partners</p> <p>SLO Partners</p>	
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<ul style="list-style-type: none"> ▶ Provide specialized training ▶ Talent match for in-demand jobs 	<ul style="list-style-type: none"> ▶ Align WIOA eligibility with and Apply successful SLO Partners pre-screening process between employers and Workforce Development Board job training agencies for WIOA applicants. ▶ Provide selected applicants with career-specific training to ensure that they are job ready ▶ Match graduates of career-specific training to employers seeking apprentices 	<p>SLO Partners</p>	
<p>Deliverable(s):</p> <ul style="list-style-type: none"> ▶ A diverse pool of job-ready individuals from which employers can choose, pre-screened, technically trained talent. ▶ Return on investment in the apprenticeship program of at least 180% for each local resident hired through SLO Partners' and Santa Barbara Workforce Development Board's RAPs. ▶ Significant economic impact of SLO Partners' and the Santa Barbara 	<ul style="list-style-type: none"> ▶ At least 25% of apprentices are from underrepresented or minority groups. 		



WDB SLO DAS SAEI Grant SFP
 PY 2021-25
 Project Work Plan

Workforce Development Board's apprentices as they generate at least an annual wage increase of 32% or \$11,000 per person.			
Milestones	Timeframe	Deliverable Dates	
31.7 apprentice candidates	Q1 Jul-Sep 22	Start:	July 2022
31.7 apprentice candidates	Q2 Oct-Dec 22		
31.7 apprentice candidates	Q3 Jan-Mar 23		
31.7 apprentice candidates	Q4 Apr-June 23		
31.7 apprentice candidates	Q5 Jul-Sep 23		
31.7 apprentice candidates	Q6 Oct-Dec 23		
31.7 apprentice candidates	Q7 Jan-Mar 24		
31.7 apprentice candidates	Q8 Apr-Jun 24		
31.7 apprentice candidates	Q9 Jul-Sep 24		
31.7 apprentice candidates	Q10 Oct-Dec 24		
31.7 apprentice candidates	Q11 Jan-Mar 25		
31.7 apprentice candidates	Q12 Apr-Jun 25		
		End:	June 2025
		Annual Costs	
		Year 1	\$ 750,000.00
		Year 2	\$ 500,000.00
		Year 3	\$ 500,000.00
		Year 4	\$ 250,500.00
		TOTAL	\$2,000,000.00

Deliverable(s):			
<ul style="list-style-type: none"> ▸ A growing pool of SME partners. ▸ Employer relationship management processes ▸ Processes for selection, retention, and hiring of qualified and diverse candidates for employment opportunities 			
Milestones	Timeframe	Deliverable Dates ▸	
▸ Increase of 10 SME partners	July 1, 2022-June 30, 2025	Start:	July 1, 2022
▸ Implementation of effective processes for selection, retention, and hiring of qualified and diverse candidates for employment opportunities	July 1, 2022-August 1, 2022	End:	June 30, 2025
		Annual Costs	
		Year 1	\$ 750,000.00
		Year 2	\$ 500,000.00
		Year 3	\$ 500,000.00
		Year 4	\$ 250,500.00
		TOTAL	\$2,000,000.00
GOAL #3	Coordinate and inform state partners on the following: Data sharing needs/barriers, policy barriers, best practices, barriers to co-enrollment, developing and implementing career pathways and work-based learning strategies, and other issues related to effectively serving targeted populations		

	<p>leads; generates program and applicant/apprentice statistics to monitor areas of success and to identify gaps; aligns with state and federal systems.</p>		
<p>Deliverable(s):</p> <ul style="list-style-type: none"> ▶ At least one new RAP. ▶ Santa Barbara Workforce Development Board adopts SLO Partners documented processes and procedures. ▶ Santa Barbara Workforce Development Board trained on and implement SLO Partners' CRM. 	<p>Insert description (if applicable)</p>		
Milestones	Timeframe	Deliverable Dates	
<ul style="list-style-type: none"> ▶ Create at least one new high-quality, non-traditional, innovative, modern registered apprenticeship program in a high-need, high-wage job in San Luis Obispo and Santa Barbara Counties and expand current RAPs, with a focus on increasing the diversity of participants ▶ Santa Barbara Workforce Development Board implements SLO Partners' 		<p>Start:</p>	



WDB SLO DAS SAEI Grant SFP
 PY 2021-25
 Project Work Plan

Item 4.5a

documented processes and procedures. ▶ Santa Barbara Workforce Development Board implements SLO Partners' CRM.			
		End:	
		Annual Costs	
		Year 1	\$ 750,000.00
		Year 2	\$ 500,000.00
		Year 3	\$ 500,000.00
		Year 4	\$ 250,500.00
		TOTAL	\$2,000,000.00



DAS SAEEI Grant
PY 2021-25
Apprenticeship Performance Goals Matrix

Applicant: San Luis Obispo Workforce Development Program	
Project Name: Jumpstarting Modern Apprenticeship Development	
WDB SLO DAS SAEEI Grant PY 2021-25 Apprenticeship Performance Goals Matrix	Total
1. Total number of Registered Apprentices to be served	380
2. Total number of Employers registered to participate in the apprenticeship program.	10
3. Number of Registered Apprentices scheduled for completion of the Apprenticeship program	380
4. Number of Registered Apprentices successfully completing the Apprenticeship program	380
5. Employment Rate of Apprentices for 2 nd Quarter After Exit from program	75%
6. Employment Rate of Apprentices for 4 th Quarter After Exit from program	75%
7. Median Earnings of Apprentices 2nd Quarter After Exit**	\$45,000

DAS SAEEI Grant PY 2021-25

Exhibit D - Performance Goals Matrix

Page 1 of 1

\$	Apprentices	\$ per apprentice	25% Up Front	Performance -
\$2,000,000.00	380.00	\$5,263.16	\$500,000.00	\$1,500,000.00
	506.6666667			Year 1
				Year 1
				Year 2
				Year 3
				Year 4
				Year 4

Monthly Year 1 \$83,333.33
 Monthly Subsequent Year \$41,666.67

Year 1	\$750,000.00	\$375,000.00	\$62,500.00
Year 2	\$500,000.00		
Year 3	\$500,000.00		
Year 4	\$250,000.00		
	\$2,000,000.00		

Quarter	Apprentices	Performance	Occupations	Projections Total	QRTR Projections
Q1 Jul -Sep 22	31.66666667	\$125,000.00	Web	63.33333333	5.277777778
Q2 Oct - Dec 22	31.66666667	\$125,000.00	Cyber	63.33333333	5.277777778
Q3 Jan - Mar 23	31.66666667	\$125,000.00	PM	63.33333333	5.277777778
Q4 Apr - June 23	31.66666667	\$125,000.00	Data Analytics	63.33333333	5.277777778
Q5 July - Sep 23	31.66666667	\$125,000.00	Accounting Tec	63.33333333	5.277777778
Q6 Oct - Dec 23	31.66666667	\$125,000.00	ECE	63.33333333	5.277777778
Q7 Jan - Mar 24	31.66666667	\$125,000.00		380	31.66666667
Q8 Apr - June 24	31.66666667	\$125,000.00			
Q9 July - Sep 24	31.66666667	\$125,000.00			
Q10 Oct - Dec 24	31.66666667	\$125,000.00			
Q11 Jan - Mar 25	31.66666667	\$125,000.00			
Q12 Apr - June 25	31.66666667	\$125,000.00			
	380	\$1,375,000.00			

Occupations	Projections Total	QRTR Projection	Training Cost Estimate	Cost Per Student
Web	63.33333333	5.277777778	\$221,666.67	\$3,500.00
Cyber	63.33333333	5.277777778	\$221,666.67	\$3,500.00
PM	63.33333333	5.277777778	\$126,666.67	\$2,000.00
Data Analytics	63.33333333	5.277777778	\$221,666.67	\$3,500.00
Accounting Tec	63.33333333	5.277777778	\$126,666.67	\$2,000.00
ECE	63.33333333	5.277777778	\$126,666.67	\$2,000.00
	380		\$1,045,000.00	

Marketing Cost Per Apprentic Ad Costs

\$250.00	\$15,833.33
\$250.00	\$15,833.33
\$250.00	\$15,833.33
\$250.00	\$15,833.33
\$250.00	\$15,833.33
\$250.00	\$15,833.33
	\$95,000.00

Item	Proposed Budget % of Budget	
Training	\$ 1,045,000.00	52.25%
Ad	\$ 95,000.00	4.75%
Operations	\$ 225,000.00	11.25%
Consulting	\$ 225,000.00	11.25%
Salary SB WDB	\$ 192,000.00	9.60%
SLO WDB (Indirect (\$200,000 + Salary	\$ 218,000.00	10.90%
Total Budget	\$ 2,000,000.00	
Over/Under Budget	\$ -	
Budget Change %		80.00%



WDB SLO DAS SAEI Grant SFP
 PY 2021-25
 Project Abstract

DAS Apprenticeship Expansion, Equity, and Innovation Grants	
Applicant / Organization Name:	San Luis Obispo Workforce Development Board
Applicant Entity Type:	Local Workforce Development Board
Applicant City and State:	San Luis Obispo CA
Project Title: Jumpstart Modern Apprenticeship Development	
Funding Amount Requested: \$2,000,000.00	
Total Number of new apprentices under the SAEI grant enrolled in RAPS during the life of the grant: at least 380	
Total Number of new RAPS approved under the SAEI grant during the life of the grant: At least 1 new RAPS	
Populations to be Served: Residents of the Central Coast of California, specifically residing in San Luis Obispo and Santa Barbara Counties, and especially targeting people of color, women, veterans, unemployed and underemployed individuals impacted by COVID-19, and people with disabilities and justice-involved.	
List the name of the Required Partners: Local Workforce Development Boards of San Luis Obispo and Santa Barbara Employer/Organization/Industry Partners: SLO Partners & REACH Local Education Agency (LEA)/Academic Partner: San Luis Obispo County Office of Education, Cuesta Community College Local/Regional Community Based Organization (CBO) that have expertise with disadvantaged populations: SLO Partners	
List the name(s) of Optional Partners, as applicable:	
Cal Poly Local Economic Development Committee	Other Relevant Community, Economic, and Workforce Development Partners
Department of Rehabilitation	Other Local/State/Federal Governmental Entity
Cal Poly Extended Ed	Other Relevant Community, Economic, and Workforce Development Partners



WDB SLO DAS SAEI Grant SFP
 PY 2021-25
 Project Abstract

<p>Targeted Industry(ies) and/or Occupation(s): Technology - Software Developers, Cybersecurity, Data Analytics Precision Manufacturing - Production Technician Professional Services - Accounting Technician Education - Early Childhood Education Assistant Teacher & Teacher</p>	
<p>Summary of program activities:</p> <p>This is a unique opportunity for our agency, the Workforce Development Board of Santa Barbara County, The San Luis Obispo County Office of Education, SLO Partners, and other collaborators to work together to scale and expand Registered Apprenticeship Programs (RAPs) within our respective organizations with the intention to increase training and employment opportunities in high wage careers in the fields of technology, advanced manufacturing, education, and professional services in our region (San Luis Obispo County, Santa Barbara County, and the central coast region).</p> <p>The Workforce Development Board of San Luis Obispo County is uniquely positioned to execute a quality project that will lead to the employment of at least 380 apprentices in the fields of technology, advanced manufacturing, education, and professional services during the grant period. The Workforce Development Board of San Luis Obispo County offers full support of this project which will increase access for target populations, align WIOA programs, implement co-enrollment strategies, braiding other program funding, provide supportive services, and create onramps to career pathways for California’s women, veterans, justice-involved, youth, people with disabilities, communities of color, and dislocated workers including those impacted by COVID-19. Services that will differ from or enhance what already exists locally include: Co-enrollment which may include enrollment in various other WIOA unified plan programs; Pathways to careers include onramps into existing or new registered apprenticeship programs or pre-apprenticeship programs work education experience (WEX), or other work- based learning (WBL) opportunities for target populations, especially those that can be supported by braiding WIOA funding</p> <p>If approved for funding, The Workforce Development Board of San Luis Obispo County will work closely with the program to: Develop , scale, and expand Registered Apprenticeship Programs as described in the grant application. Support cohorts of Apprentices and Apprentice candidates that will serve the 2 county region. Participate in any advisory committee roles in support of the SAEI Grant. Implement all activities detailed in the SAEI Grant application.</p>	



WDB SLO DAS SAEI Grant SFP
 PY 2021-25
 Project Abstract

<p>List of credential(s) to be awarded: DAS & DOL Journeyman certificates ECE Certification</p>
<p>Targeted Regions Central Coast if California specifically San Luis Obispo and Santa Barbara Counties</p>
<p>Public Contact Information Name: Dawn Boulanger Title: San Luis Obispo Workforce Development Board Director Address: 3433 S.Higuera St., PO Box 8119 San Luis Obispo, CA 93403-8119 Phone Number: 805-781-1835 Email Address: dboulanger@co.slo.ca.us</p>
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Applicant Name: Workforce Development Board of San Luis Obispo County (WDB SLO)
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Project Name: Jumpstarting Modern Apprenticeship Development

Project Narrative

Section I—Statement of Need

I.1 Targeted Industry and Employer Demand.

San Luis Obispo (SLO) (population 283,159) and Santa Barbara (SB) (population 446,475) Counties are primarily **rural with no large cities** and lack the large industry/enterprise base of the Bay Area and Los Angeles south. Instead, **small and mid-size enterprises (SMEs) compose nearly all of the employment opportunities** in these two counties. However, both counties have among the **highest cost of living** in the country with expensive housing yet very limited inventory (U.S. Department of Housing and Urban Development), making **recruiting and retaining workforce from elsewhere difficult.**

While the median household income in both counties is nearly \$80,000, poverty is 10.5-10.6% (BLS), due in part to the high percentage of low-wage jobs. According to the BLS, March 2022, 21.4% (SLO) and 34.7% (SB) of the jobs in these counties are low wage, mainly in agriculture and the hospitality industries and both industries employ largely minorities, females, and other underserved groups. The result is that the **central coastal region must grow its own workforce**, implement workforce development opportunities which increase diversity in high-wage jobs, and be non-traditional and innovative in doing so.

The percentage of Blacks, veterans, justice-involved residents in the two counties is low, but 23% of residents in SLO are Hispanic and 46% in SB (U.S. Census



WDB SLO DAS SAEI Grant PY 2021-25
Project Narrative

Bureau). The **agriculture and hospitality sectors in both counties are heavily Hispanic and female**. Factoring in unemployment (3.3% in SLO and 4.7% in SB), the high number of workers seeking new career paths after Covid, the critical need to increase head-of-household jobs and diversity in high-wage careers, the **estimated target population** for the need to grow your own workforce into in-demand, high-wage jobs on the central coast region is potentially **136,968 residents**.

The **unmet needs of the target population** include **limited capacity** in quality training and upskilling programs for in-demand, high-wage jobs. For example, the data from SLO Partners' CRM data system confirms that for every spot in a local RAP, there are 15 qualified applicants, 40% of them are in the target demographic. Within the region, a **lack of RAPs** are available for in-demand, high-wage jobs as evidenced by LMI data and feedback from employers. The attraction of RAPs for the target population is that these individuals **lack the resources to stop working in order to pursue training** or upskilling for another job. RAPs address this issue with on-the-job-training (OJT) which provides a salary while learning. In Santa Barbara, where the need for high-quality RAPs is critical for the target population and the population itself is 63% larger, there are **significant training gaps as the only RAPs are in the construction trades**. Lack of capacity on the part of RAP providers is a major contributor to these unmet needs. Lack of capacity is not only in numbers of RAPs or the RAPs' ability to handle more candidates; capacity constraints also include adequate staffing and the ability to manage RAPs and track progress from interest through apprenticeship and beyond.



WDB SLO DAS SAEI Grant PY 2021-25
Project Narrative

The COVID-19 pandemic impacted the economies of both counties. A

November 18, 2020, article in the San Luis Obispo Tribune, and an Economic Forecast Project webinar in Santa Barbara in October, 2020, both reported that **low-wage leisure, retail, and hospitality sectors** were most impacted negatively. On the other hand, an August 2021 South Central Coast Center of Excellence (SCCCE) report on the five recovery economies in the south central region which will drive the post-COVID-19 economy identified “manufacturing, information technology, cyber security and other computer occupations”—occupations for which SLO Partners has established, non-traditional, innovative, modern RAPs with proven results. The SAEI project grant would enable the expansion of these RAPs within SLO County and into Santa Barbara County.

I.2 Identify Gaps in Expanding Registered Apprenticeship Programs

SLO Partners in San Luis Obispo (SLO) County was formed in 2017 as a direct response to the necessity of growing the local economy and wages to match the high cost of living as well as the closure of Diablo Canyon Nuclear Power Plant and the subsequent loss of high-wage jobs. Further emerging and growing technology and manufacturing companies, struggling to find qualified employees, voiced the need for building a workforce talent pool. In the ensuing five years, SLO Partners has become a model for the state in developing and implementing non-traditional, innovative, modern apprenticeships for high-wage jobs in SMEs, upskilling and training the workforce for head-of-household jobs in technology, manufacturing, and other non-traditional fields.



WDB SLO DAS SAEI Grant PY 2021-25
Project Narrative

Jumpstarting Modern Apprenticeship Development (JMAD) will create at least one of the following non-traditional, modern RAPs for these two high-demand occupations: Early Childhood Education (ECE) and Bookkeeping: Accounting Tech and Data Analytics. ECE occupations have been impacted by COVID closures and historic low pay, resulting in low labor supply. A Cal Matters report from October 2021 reported that California's child care workforce is still 10% smaller than it was before the pandemic. An ECE RAP would expand and enhance rural area childhood education essential for low-income migrant families and underprivileged children who need early education intervention most. It can also support diverse candidates, especially women, returning to the workplace as well as be a first career step for individuals who want to eventually pursue a credential in the high-demand and high-wage profession of an elementary school teacher.

Small businesses (SMEs), which comprise 99.9% of all businesses in the U.S. and collectively employ 47.3% of the nation's private workforce, were affected most by COVID business closure, a May 2021 World Economic Forum report found; and as of January 2020, 34% were closed. Those most impacted lacked personnel in accounting, accounting tech, and bookkeeping. This sector lacks a pipeline from traditional, 4-year accounting and CPA higher education programs. The envisioned RAP, if created, would leverage existing basic bookkeeping and Quickbooks classes available through community colleges and adult schools, combined with On the Job Training (OJT) through employers. This was an area also cited by the SCCCE report on COVID recovery economics.



WDB SLO DAS SAEI Grant PY 2021-25
Project Narrative

Section II – Expected Outcomes and Outputs

II.1 Participant Outcomes and Outputs

JMAD is designed to achieve the following outcomes: Produce at least 380 registered apprentices; an average initial salary on completing the apprenticeship of at least \$45,000 per year; successfully recruiting for diversity so that at least 25% of apprentices are from target non-traditional, under-represented populations; create at least one new RAP. The outputs derived from achieving these outcomes are the following: At least 152 residents are upskilled/reskilled; the two participating counties will see an economic impact of at least \$6 million and an annual payroll impact of at least \$1.2 million; employers will have a growing pipeline of highly qualified workers and local residents have increased access to high quality, non-traditional, innovative apprenticeship programs.

While the population of the proposed service area cannot compare with the large urban areas of the state, the need is great as the employers being served are SMEs and the estimated number of residents in the two counties who are potential candidates for RAPs is 136,968. Further, LMI data and employer requests support the need for at least this number of apprentices and the addition of at least one new RAP and expansion of current RAPs.

As SLO Partners has experienced an apprentice attrition rate of less than 5% over the five-years of managing apprenticeship programs. This low rate of attrition is the result of



WDB SLO DAS SAEI Grant PY 2021-25 Project Narrative

front loading training so candidates are well prepared when they enter the apprenticeship. The total number of registered apprentices to be served scheduled for completion in the apprenticeship program is expected to be 380. Similarly, the number of registered apprentices successfully completing the apprenticeship program is expected to be 380.

That JMAD will produce at least 380 apprentices over the three years of the project is supported by the five years' of proven results experienced by SLO Partner RAPs. SLO Partners also has an impressive record of recruiting employers to participate in the RAPs, so the participation of at least 65 employers is a sound projection. SLO Partners also has five years of data on the percentage of registered apprentices scheduled for completion of each apprenticeship program, the employment rate of apprentices for the second quarter after exit from the program, and the employment rate for apprentices for the fourth quarter exit from the program. These years of accumulated data support the projection of 75% of the 380. The years of collected data on the median earnings of apprentices second quarter after exit make the projection of \$45,000 very credible.

II.2 Expanding Registered Apprenticeship Programs Outputs

Each of the twelve quarters of the JMAD project, the milestone for each quarter is 31.6 apprentice candidates, or the target number of at least 380 divided by twelve (See Workplan). The rationale has two components. First, SLO Partners has a proven track record for recruiting candidates and retaining them through completion of the



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apprenticeship. While, obviously, there will not be fractions of candidates, through experience, second, SLO Partners is confident that, given the number of current successful RAPs which will be expanded to SB County, and the addition of at least one new RAP, as well as their ability to recruit employers, making at least 65 employers feasible, meeting the goal of at least 380 registered apprentices an easy goal to meet.

Section III—Project Work Plan

III.I REP Development, Modernization, and Diversification

Jumpstarting Modern Apprenticeship Development (JMAD) will **expand and create modern, innovative, non-traditional RAPs** in order to prepare local talent on the central coast for success with quality jobs in head-of-household career pathways that are designed to fast-track skill sets to meet **the needs of businesses, especially SMEs**. The focus is on high-wage, quality entry level career opportunities with high wage growth potential. JMAD will recruit for **diversity** which is a desirable trait for candidates in the innovative industries hungry for diverse talent. SLO Partners will execute and will work with the San Luis Obispo and Santa Barbara WDB Boards to develop and implement **targeted digital marketing campaigns and systems** that attract diverse candidates to apprenticeship opportunities.

The approach is based on the **successful structures and strategies** developed and implemented by SLO Partners which have **realized impressive outcomes**: 152 residents upskilled/reskilled in 2021, 32% average salary increase of \$11,000 per year, average starting salary \$47,000, non-traditional and under-represented participants



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composed 40% of the apprentices, \$4 million in annual payroll impact, 63 participating employers, and participants' average age of 34.

JMAD's mission is to build a strong workforce and a healthy economy through **non-traditional, innovative, modern apprenticeship programs**. JMAD will work with employers to expand existing RAPS in the region and develop and implement at least one new RAP. LMI data and input from local employers support expanding SLO Partners' highly successful, non-traditional, innovative, and modern tech and precision manufacturing RAPS within SLO County and extend them to SB County. LMI data and local employers show an ongoing need for software developers, cybersecurity specialists, data analysts, Early Childhood Education (ECE) associate teachers and teachers as well as a RAP in Bookkeeping/Accounting.

JMAD will provide **accelerated training** opportunities to local residents so that they have the skills and knowledge necessary for success, and will source **modern apprenticeship jobs** with local businesses. In turn, JMAD will ensure that businesses will have the **skilled workforce** required for a sound, growing team. JMAD will **strategically curate relationships** with **SME business partners**, understanding their business needs and challenges in order to **make their hiring decisions easy, provide an ongoing skilled talent pipeline, and foster economic development and community involvement**.

JMAD in SLO County will use **SLO Partners' current CRM data system** which will also be **implemented across the central coast and with the support of the**



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Santa Barbara WDB. This data system aligns with CAS, CalJobs, RAPIDS, and WIPS. The system generates interested leads; tracks applicants; monitors candidates; manages employers; monitors and tracks the apprentice through the apprenticeship process and training; tracks certifications, and finally tracks apprenticeship alumni as a source of interested leads. Among the advantages of the system is that it enables **data-driven decision making** which assists in monitoring the effectiveness of the RAPs and reports on such data points as percentage of diversity in the apprentice pool, economic impact, employment record, and average starting salary.

III.2 Partnership and Alignment Support Workforce System Integration

SLO Partners can accelerate the launch of non-traditional, innovative, modern apprenticeship programs funded under the State Apprenticeship Expansion, Equity, and Innovation Grant (SAEEI) by providing ongoing technical assistance and support to the SB County WDB. The focus will be on methods for (1) **streamlining program operations** and administration; (2) **private sector involvement**, with an emphasis on growth-oriented SMEs; and (3) **apprentice recruitment**, especially for diverse candidates. Modern apprenticeship programs require non-traditional and innovative methods of employer attraction, apprentice recruitment, apprentice training, and government recordkeeping/reporting.

SLO Partners technical assistance role and support for expansion into Santa Barbara with the support and staff of the SB WDB:



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Stage 1: Operations and Administration: Translate and adapt DAS requirements to expand opportunities for apprenticeship for residents and employers; streamline operations and administration for program sponsors implementing RAPs and implementing SLO Partners' CRM system locally for operational and administrative workflows required for tracking and reporting.

Stage 2: Private Sector Involvement: Facilitate with SB WDB's employer outreach and customer development strategies to assess labor market needs and apprenticeship opportunities; and facilitate the Development of processes for selection retention and hiring of qualified and diverse candidates for employment opportunities and ongoing employer relationship management.

Stage 3: Apprentice recruitment and retention: Facilitate the development and execution of targeted digital marketing campaigns and systems that attract diverse candidates to apprenticeships; and facilitate the development and execution of ongoing communication with and promotion of employed apprentices.

The SLO WDB will function as fiscal agent for the grant and will assist with SB WDB and SLO Partners in on boarding new employers as well as contributing, with SB WDB, WIOA funding for the project. SLO Partners will **leverage existing SB and SLO WDB staff** to coordinate recruiting, marketing, training, and hiring in a RAP.

JMAD will employ **braided funding sources** as applicable to coordinate and maximize resources, including FTES apportionment via the California Community Colleges Chancellor's office; Employment and Training Panel (ETP); SLO and SB WDB Workforce Investment Opportunity Act (WIOA) ; Pell Grants; the GI Bill; and funding



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sources from the US Department of Labor: Employment and Training Administration; the Strong Workforce Regional Consortium Regional Project; the Adult Education Block Grant (AEBG); the Department of Rehabilitation training and vocational rehabilitation; and/or employer-subsidized funding; and local employer investment.

III.3 Increasing the Number of Apprentices Enrolled in RAPs

Three hundred eighty **(380)** registered apprentices will enroll in RAPs through JMAD. JMAD will **recruit for diversity**. This includes developing and executing ongoing communication with and promotion of employed apprentices as a source for interested leads. SLO Partners will also work with the SB WDB to develop and execute **targeted digital marketing campaigns** and systems that attract diverse candidates to apprenticeship opportunities. Further, the program will develop and execute **targeted marketing, outreach, and recruitment to women, minorities, veterans, as well as other under-represented groups**, through non-traditional, innovative development and expansion strategies, including early access to career exploration opportunities that include **connecting current and future candidates with successful role models** with whom they can identify in a future career path. Marketing, outreach, and recruitment to include testimonials from apprentices from non-traditional, under-represented, and minority populations as well as in person contact through community-sponsored information events and through **online web and video content** disseminated through partner organization social media channels.

JMAD will provide online and other cloud-based job platforms to **facilitate** interested individuals in **applying** for posted apprenticeship positions. The program will



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also provide assistance with resumes, honing mock interview skills, application processes, etc. JMAD will employ SLO Partners' **successful pre-screening process** between employers and Workforce Development Board job training agencies for WIOA applicants. Applicants will receive **career-specific training** to ensure that they are job ready; and graduates of the career-specific training will be matched to employers seeking apprentices.

III.4 Innovation in Apprenticeship Expansion Efforts

Since 2018, SLO Partners has built non-traditional, innovative, and well-recognized modern apprenticeship programs with over 150 apprentices. The SLO Partners' program was designed to scale; and its documented processes and procedures were developed to expand and adapt to other regions and partners. The approach emphasizes "**grow your own.**" To ensure qualified candidates, the process starts with an intensive bootcamp to determine which applicants are best suited to enter the selected RAP. SLO Partners **screens candidates for attitude and aptitude**, provides **specialized training, talent matches for in-demand jobs**, and supports the **local community** through building a pipeline of well-qualified employees and contributing to economic stability. In addition, JMAD will implement such non-traditional and innovative strategies as digital marketing of the RAPs, the adoption of a CRM as the RAP data system, and the expansion and development of RAPs which meet the unique needs of SMEs for which SLO Partners has a proven record of results.

JMAD will focus on securing private sector involvement in the project, with an **emphasis on growth-oriented SMEs**. Through such activities as surveys, outreach,



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discussions with individual businesses and enterprises, and forums, JMAD will gather information on the needs of local SMEs and the challenges they face in securing talent. JMAD personnel will follow up with employers once a quarter for a year to learn about apprentices' experiences in order to improve the RAPs. The project will also implement ongoing communication with and promotion of employed apprentices to provide support and foster success. In order to ensure the proven results experienced by SLO Partners' RAPs, SLO Partners will consult with SB WDB to develop processes for selection, retention, and hiring of qualified and diverse candidates for employment opportunities and ongoing employer relationship management.

Labor Market data, data from the SLO Economic Vitality Corporation, the documented challenges which SLO and SB SMEs have articulated in recruiting talent from outside the counties and the need for a pipeline of highly qualified talent to fill in-demand jobs, U.S. Census data, the proven results experienced by SLO Partners' RAPs all support the need for the proposed innovations.

III.5 Workplan attached

Section IV – Organizational, Administrative and Fiscal Capacity

IV.1. Capacity of Applicant, Partnership Structure, and Administrative Controls and Systems

SLO Partners has extensive experience in successfully managing career and technical education, pre-apprenticeship, and apprenticeship programs and grants. This includes an initial \$6 million Career and Technical Education Grant and subsequent California State grant awards of nearly \$10 million in workforce development funds. SLO



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Partners has a record of creating responsive and collaborative management plans that reflect the priorities of transparency, inclusion, and delivering service on time, within budget, and including rigorous evaluation and tracking of services. SLO Partners has implemented a CRM system for tracking and reporting data, communication systems which leverage technology as well as advisory councils, newsletters, and other more traditional methods.

Dawn Boulanger, Director of the SLO Workforce development Board will be the fiscal lead for the project and will leverage staff to braid WIOA funds to expand, scale, and sustain apprenticeships for diverse talent and economic vitality. Michael Specchierla, executive director of SLO Partners, has an extensive and impressive background in CTE and apprenticeship creation and implementation. SLO Partners will be the RAP sponsor, LEA, CBO, industry organizer and intermediary leveraging success with small businesses to expand, scale, and sustain the RAPs for diverse talent and economic vitality in Santa Barbara. Santa Barbara WDB will leverage its staff to assist in the implementation of RAPs in the county.

IV.2 Financial, Data Collection, and Performance Reporting Systems

The SLO and SB WDB use CalJOBS. SLO Partners uses a CRM which meets DAS and DOL reporting requirements and tracks full workflow, all paper work, the apprentice process from initial interest through journeyman certification and beyond. The CRM provides data for tracking and assessing the success of SLO Partners' RAPs.



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IV.3 Sustainability

The Workforce Development Board of Santa Barbara County is uniquely positioned to execute a quality project that will lead to the employment of at least 380 apprentices in the fields of technology, advanced manufacturing, education, and professional services during the grant period. The Workforce Development Board of Santa Barbara County offers full support of this project which will increase access for target populations, align WIOA programs, implement co-enrollment strategies, braiding other program funding, provide supportive services, and create onramps to career pathways for California's women, veterans, justice-involved, youth, people with disabilities, communities of color, and dislocated workers including those impacted by COVID-19. Services that will differ from or enhance what already exists locally include: Co-enrollment which may include enrollment in various other WIOA unified plan programs; Pathways to careers include onramps into existing or new registered apprenticeship programs or pre-apprenticeship programs work education experience (WEX), or other work- based learning (WBL) opportunities for target populations, especially those that can be supported by braiding WIOA funding.

V. Budget Narrative and Plan

See Completed Exhibits part of SLO WDB Application:
Expenditure Plan – Exhibit F
Budget Summary – Exhibit G
Budget Narrative – Exhibit G2
Supplemental Budget (if Applicable) – Exhibit H

As detailed in the accompanying exhibits the majority of costs will be used for recruitment and training of apprentice candidates and apprentices with remaining funds



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dedicated to operations, administration, and consultant contract services to support the expansion and scaling of RAPs on the central coast of California.

VI. Bonus Points

JMAD will add at least one new RAP, either in Early Childhood Education (ECE) and

Bookkeeping: Accounting Tech and Data Analytics

Additional Points for Registered Apprentices under the SAEI Grant registered in new apprentice programs/occupations approved after July 1, 2021.	Maximum Bonus Points
1 to 150 Registered Apprentices	5
151 to 300 Registered Apprentices	10
301 to 450 Registered Apprentices	15
451 to 514 Registered Apprentices	20

Additional Points for Registered Apprentices under the SAEI Grant registered in new occupations from apprenticeship programs approved after to July 1, 2021.	Maximum Bonus Points
1 to 150 Registered Apprentices	3
151 to 300 Registered Apprentices	6
301 to 450 Registered Apprentices	9
451 to 514 Registered Apprentices	12

The DAS reserves the right to request additional information from applicants for evaluation purposes. At its sole discretion, the DAS reserves the right to reject all applications, reject individual applications for failure to meet any requirement, award in part or total, and waive minor defects and non-compliance. Only those proposals that score in the top tier, are deemed meritorious, and are in the best interest of the state will be recommended for funding. The DAS reserves the right to conduct on-site reviews prior to making final funding recommendations.

VII. Exhibits, Additional Documents and Attachments to the Project Narrative (Exhibit A)



DAS SAEI Grant
PY 2021-25
Budget Narrative

Applicant: Workforce Development Board of San Luis Obispo County

Project Name: Jumpstarting Modern Apprenticeship Development

Please provide a narrative detail for all grant-funded budget line items listed on Exhibit G - Budget Summary

Position	FTE x Monthly Salary x Time	Benefits	Total (FTE X Salary X Time) + Benefits
Santa Barbara WDB Liaison	1.0 x \$3,500 x 36 months	\$84,000	\$210,000

A. (A-D) Staff Salaries: Total Salaries Paid + Benefits (WIOA 15%) **\$210,000**

E. Staff Travel \$

Describe details.

F. Operating Expenses \$

The following are some of the major line items included:

Expense	Cost
Rent*	\$
Insurance	\$
Accounting (payroll services) and Audits	\$
Consumable office supplies*	\$
Printing	\$
Communications (phones, web services, etc.)*	\$
Mailing and Delivery	\$
Dues and Memberships*	\$
Outreach	\$

*(based on FTE for program staff)

G. Furniture and Equipment* \$

1. Small Amount of Equipment and Furniture \$

Pooled items less than \$5,000 per unit, lease or purchase, include a cost allocation - List name of item, cost, and quantity.

2. Large Amount of Equipment and Furniture \$

Greater than \$5,000: List name of item, cost, and quantity to be purchased - prior approval required and added to Exhibit H, Supplemental Budget

3. Equipment Lease \$

Describe the calculation.

H. Consumable Testing and Instructional Materials \$

Explain purpose and planned use.

I. Apprenticeship RSI Tuition, Payments/Vouchers \$

Detail costs for (name) programs and sector-specific training and certificate programs at (organization), as well as training costs for outside training providers (organization/location).

J. On-The-Job Training \$1,045,000

K. Participant Supportive Services \$

Gas cards, bus passes, housing, or any additional immediate assistance not available through any other source. Describe the specific services you will provide.

L. Contractual Services \$450,000

Describe. Consulting and Operations costs for SLO Partners RAP Sponsor. Includes CAS and RAPIDS data tracking and data entry.

M. Indirect Costs \$200,000

N. Other \$95,000

Clearly explain these costs, which do not fit into the specific categories above.

Targeted digital marketing campaigns for apprentice candidates.

EXHIBIT H

Department of Labor Terms and Conditions

1) Administrative Program Requirements

All grantees will be subject to all applicable federal laws and regulations, including the OMB Uniform Guidance, and the terms and conditions of the award. The grant(s) awarded under this FOA will be subject to the following administrative standards and provisions.

- i. Non-Profit Organizations, Educational Institutions, For-profit entities and State, Local, and Indian Tribal Governments – 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) and 2 CFR Part 2900 (DOL's Supplement to 2 CFR Part 200).
- ii. All entities must comply with 29 CFR Part 93 (New Restrictions on Lobbying), 29 CFR Part 94 (Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)), 2 CFR Part 180 (OMB Guidance to Agencies on Government-wide Debarment and Suspension (Non-procurement)), and, where applicable, 2 CFR Part 200 (Audit Requirements).
- iii. 29 CFR Part 2, subpart D—Equal Treatment in Department of Labor Programs for Religious Organizations; Protection of Religious Liberty of Department of Labor Social Service Providers and Beneficiaries.
- iv. 29 CFR Part 31—Nondiscrimination in Federally Assisted Programs of the Department of Labor—Effectuation of Title VI of the Civil Rights Act of 1964.
- v. 29 CFR Part 32—Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance.
- vi. 29 CFR Part 35—Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance from the Department of Labor.
- vii. 29 CFR Part 36—Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance.
- viii. 29 CFR Part 38 – Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Innovation and

Opportunity Act.

- ix. 29 CFR Parts 29 and 30—Labor Standards for the Registration of Apprenticeship Programs, and Equal Employment Opportunity in Apprenticeship and Training, as applicable.
- x. The Department of Labor will follow the procedures outlined in the Department's Freedom of Information Act (FOIA) regulations (29 CFR Part 70). If DOL receives a FOIA request for your application, the procedures in DOL's FOIA regulations for responding to requests for commercial/business information submitted to the government will be followed, as well as all FOIA exemptions and procedures. See generally 5 U.S.C. § 552; 29 CFR Part 70.
- xi. Standard Grant Terms and Conditions of Award—see the following link:
<https://www.doleta.gov/grants/resources.cfm>.

2) Other Legal Requirements

a) Religious Activities

The Department notes that the Religious Freedom Restoration Act (RFRA), 42 U.S.C. § 2000bb, applies to all federal law and its implementation but this FOA is only open to States; therefore, this clause is not applicable.

b) Lobbying or fundraising the U.S. Government with Federal Funds

In accordance with Section 18 of the Lobbying Disclosure Act of 1995 (Public Law 104-65) (2 U.S.C. § 1611), non-profit entities incorporated under Internal Revenue Service Code section 501(c)(4) that engage in lobbying activities are not eligible to receive federal funds and grants. No activity, including awareness-raising and advocacy activities, may include fundraising for, or lobbying of, U.S. federal, state, or local governments (see 2 CFR 200.450 for more information).

c) Transparency Act Requirements

You must ensure that you have the necessary processes and systems in place to comply with the reporting requirements of the Federal Funding Accountability and Transparency Act of 2006 (Pub. Law 109-282, as amended by the Government Funding Transparency Act of 2008, Pub. Law 110-252, Title VI, Chap. 2, Sec. 6202), as follows:

- Except for those excepted from the Transparency Act under sub-paragraphs 1, 2, and 3 below, you must ensure that you have the necessary processes and systems in place to comply with the subaward and executive total compensation reporting requirements of the Transparency Act, should you receive funding.
- Upon award, you will receive detailed information on the reporting requirements of the Transparency Act, as described in 2 CFR Part 170, Appendix A, which can be found at <https://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf>.

The following types of awards are not subject to the Federal Funding Accountability and Transparency Act.

- Federal awards to individuals who apply for or receive federal awards as natural persons (e.g., unrelated to any business or non-profit organization he or she may own or operate in his or her name).
- Federal awards to entities that had a gross income, from all sources, of less than \$300,000 in the entities' previous tax year; and
- Federal awards, if the required reporting would disclose classified information.

d) Safeguarding Data Including Personally Identifiable Information (PII)

Applicants submitting applications in response to this FOA must recognize that confidentiality of PII and other sensitive data is of paramount importance to the Department of Labor and must be observed except where disclosure is allowed by the prior written approval of the Grant Officer or by court order. By submitting an application, you are assuring that all data exchanges conducted through or during the course of performance of this grant will be conducted in a manner consistent with applicable federal law and TEGL 39-11 (issued June 28, 2012). All such activity conducted by ETA and/or recipient(s) will be performed in a manner consistent with applicable state and federal laws.

By submitting a grant application, you agree to take all necessary steps to protect such confidentiality by complying with the following provisions that are applicable in governing the handling of confidential information:

- i. You must ensure that PII and sensitive data developed, obtained, or otherwise associated with DOL/ETA funded grants is securely transmitted.
- ii. To ensure that such PII is not transmitted to unauthorized users, all PII and other sensitive data transmitted via e-mail or stored on CDs, DVDs, thumb drives, etc., must be encrypted using a Federal Information Processing Standards (FIPS) 140-2 compliant and National Institute of Standards and Technology (NIST) validated cryptographic module. You must not e-mail unencrypted sensitive PII to any entity, including ETA or contractors.
- iii. You must take the steps necessary to ensure the privacy of all PII obtained from participants and/or other individuals and to protect such information from unauthorized disclosure. You must maintain such PII in accordance with the ETA standards for information security described in TEGE NO. 39-11 and any updates to such standards we provide to you. Grantees who wish to obtain more information on data security should contact their Federal Project Officer.
- iv. You must ensure that any PII used during the performance of your grant has been obtained in conformity with applicable federal and state laws governing the confidentiality of information.
- v. You further acknowledge that all PII data obtained through your ETA grant must be stored in an area that is physically safe from access by unauthorized persons at all times and the data will be processed using recipient-issued equipment, managed information technology (IT) services, and designated locations approved by ETA. Accessing, processing, and storing of ETA grant PII data on personally owned equipment, at off-site locations, (e.g., employee's home), and non-recipient managed IT services, (e.g., Yahoo mail), is strictly prohibited unless approved by ETA.
- vi. Your employees and other personnel who will have access to sensitive/confidential/proprietary/private data must be advised of the confidential nature of the information, the safeguards required to protect the information, and that there are civil and criminal sanctions for noncompliance with such safeguards that are contained in federal and state laws.

- vii. You must have policies and procedures in place under which your employees and other personnel, before being granted access to PII, acknowledge their understanding of the confidential nature of the data and the safeguards with which they must comply in their handling of such data, as well as the fact that they may be liable to civil and criminal sanctions for improper disclosure.
- viii. You must not extract information from data supplied by ETA for any purpose not stated in the grant agreement.
- ix. Access to any PII created by the ETA grant must be restricted to only those employees of the grant recipient who need it in their official capacity to perform duties in connection with the scope of work in the grant agreement.
- x. All PII data must be processed in a manner that will protect the confidentiality of the records/documents and is designed to prevent unauthorized persons from retrieving such records by computer, remote terminal, or any other means. Data may be downloaded to, or maintained on, mobile or portable devices only if the data are encrypted using NIST validated software products based on FIPS 140-2 encryption. In addition, wage data may be accessed only from secure locations.
- xi. PII data obtained by the recipient through a request from ETA must not be disclosed to anyone but the individual requestor, except as permitted by the Grant Officer or by court order.
- xii. You must permit ETA to make onsite inspections during regular business hours for the purpose of conducting audits and/or conducting other investigations to assure that you are complying with the confidentiality requirements described above. In accordance with this responsibility, you must make records applicable to this Agreement available to authorized persons for the purpose of inspection, review, and/or audit.
- xiii. You must retain data received from ETA only for the period of time required to use it for assessment and other purposes, or to satisfy applicable federal records retention requirements, if any. Thereafter, you agree that all data will be destroyed, including the degaussing of magnetic tape files and deletion of electronic data.

EXHIBIT I

General Terms and Conditions

1. APPROVAL: This Grant Agreement is of no force or effect until signed by both parties. The Sub-Recipient may not invoice for activities performed prior to the commencement date or completed after the termination date of this Grant Agreement.
2. AMENDMENT: No amendment or variation of the terms of this Grant Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or agreement not incorporated in the Grant Agreement is binding on any of the parties.
3. ASSIGNMENT: This Grant Agreement is not assignable by the Sub-Recipient, either in whole or in part, without the consent of the Department of Industrial Relations (DIR) Director, Division of Apprenticeship Standards (DAS) Chief, or authorized designee in the form of a formal written amendment.
4. AUDIT: The Sub-Recipient agrees that the awarding department, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Grant Agreement. The Sub-Recipient agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. The Sub-Recipient agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, the Sub-Recipient agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code, § 8546.7, Pub. Contract Code, § 10115 et seq., CCR Title 2, Section 1896).
5. INDEMNIFICATION: The Sub-Recipient agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Grant Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the Sub-Recipient in the performance of this Grant Agreement.
6. DISPUTES: The Sub-Recipient must continue with the responsibilities under this Grant Agreement during any dispute. In the event of a dispute, the Sub-Recipient must file a "Notice of Dispute" with the DAS Chief, DAS Liaison, or designee within ten (10) calendar days of discovery of the problem. The Notice of Dispute must contain the

Agreement number. Within ten (10) calendar days of receipt of the Notice of Dispute, the DAS Chief, DAS Liaison, or designee must meet with the Sub-Recipient for the purpose of resolving the dispute.

7. SUSPENSION OF PAYMENTS: Grant fund payments under this Grant Agreement may be suspended or terminated if DIR/DAS determines that the Sub-Recipient has not complied with the terms of the Grant Agreement.
8. TERMINATION FOR CAUSE: DIR/DAS may terminate this Grant Agreement and be relieved of any payments should the Sub-Recipient fail to perform the requirements of this Grant Agreement at the time and in the manner herein provided. The Sub-Recipient will have ten (10) calendar days after receipt of the termination notice to cure the breach. If the breach is not cured within ten (10) calendar days of receipt of notice, DAS shall reimburse the Sub-Recipient for all documented costs incurred up to the date of termination.

DIR/DAS may take any termination for cause into consideration during evaluation of any grant proposal submitted by the Sub-Recipient in the future. Furthermore, any termination for cause may be considered a basis for imposing additional conditions on a grant awarded by DIR/DAS in the future.

9. INDEPENDENT CONTRACTOR: The Sub-Recipient, and the agents and employees of the Sub-Recipient, in the performance of this Grant Agreement, shall act in an independent capacity and not as officers or employees or agents of DIR/DAS. The Sub-Recipient's obligation to pay its Contractors/Consultants is an independent obligation from DIR/DAS's obligation to make payments to the Sub-Recipient. Sub-Recipient agrees to comply with all applicable State and local laws and regulations during the term of this Grant Agreement. All of the Sub-Recipient's Contractors/Consultants shall have the proper licenses/certificates required in their respective disciplines. The Contractors/Consultants shall not affect the Sub-Recipient's overall responsibility for the management of the project, and the Sub-Recipient shall reserve sufficient rights and control to enable it to fulfill its responsibilities under this Grant Agreement.
10. NON-DISCRIMINATION CLAUSE: During the performance of this Grant Agreement, the Sub-Recipient and its subrecipients shall not deny the Grant Agreement's benefits to any person on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age,

sexual orientation, or military and veteran status.

The Sub-Recipient must ensure sure that the evaluation and treatment of employees and applicants for employment are free of such discrimination. The Sub-Recipient and subrecipients shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12900 et seq.), the regulations promulgated thereunder (Cal. Code Regs., tit. 2, §11000 et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code §§11135-11139.5), and the regulations or standards adopted by the awarding state agency to implement such article.

The Sub-Recipient must permit access by representatives of the Civil Rights Department and the awarding state agency upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, and all other sources of information and its facilities as said Department or Agency shall require to ascertain compliance with this clause.

The Sub-Recipient and its subrecipients shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. (See Cal. Code Regs., tit. 2, §11105.)

The Sub-Recipient shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Grant Agreement.

11. **PUBLICITY AND ACKNOWLEDGMENT:** The Sub-Recipient agrees that it will acknowledge DIR/DAS's support whenever projects funded, in whole or in part, by this Grant Agreement are publicized in any news media, brochures, publications, audiovisuals, presentations or other types of promotional material.

The Sub-Recipient agrees to notify DIR's External Affairs Office in writing at least two (2) business days before any news releases or public conferences are initiated by the Sub-Recipient or its Contractors/Consultants regarding the project described in the Grant Agreement Scope of Work, Budget, or other exhibits. The Sub-Recipient further agrees it will collaborate with DIR's External Affairs Office with respect to publicity in any news media. Use of DIR's or DAS's logo must be approved by DIR/DAS and comply with DIR's Branding Guide, a copy of which is available upon request from DIR's External Affairs Office.

12. **REPORTING REQUIREMENTS:** The Sub-Recipient agrees to comply with all reporting requirements specified in Scope of Work or other exhibits, if applicable.
13. **CLOSEOUT:** The Grant Agreement will be closed out after the completion of the project or project term, receipt and approval of the final invoice and final report, and resolution of any performance or compliance issues.
14. **CLOSEOUT:** The Grant Agreement will be closed out after the completion of the project or project term, receipt and approval of the final invoice and final report, and

resolution of any performance or compliance issues.

15. CLOSEOUT: The Grant Agreement will be closed out after the completion of the project or project term, receipt and approval of the final invoice and final report, and resolution of any performance or compliance issues.
16. GOVERNING LAW: This Grant Agreement is governed by and shall be interpreted in accordance with the laws of the State of California.
17. STATE AND FEDERAL LAW: It is the responsibility of the Sub-Recipient to know and understand which state, federal, and local laws regulations, and ordinances are applicable to this Grant Agreement and the project. Sub-Recipient shall be responsible for observing and complying with all applicable state and federal laws and regulations, and failure to comply may constitute a material breach.
18. UNENFORCEABLE PROVISION: In the event that any provision of this Grant Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Grant Agreement have force and effect and shall not be affected thereby.

Workforce Development Board Executive Committee
ACTION ITEM
March 29, 2023

AGENDA ITEM NUMBER: 4.6

ITEM: RECEIVE SCOPE OF WORK AND ACCEPT HIGH ROAD TRAINING PARTNERSHIP FUNDS

ACTION REQUIRED: It is requested that the Workforce Development Board (WDB) Executive Committee review and receive the scope of work for the WDBSLO's participation in the High Road Training Partnership Grant with San Luis Obispo County Office of Education.

SUMMARY NARRATIVE:

The San Luis Obispo County Office of Education (SLOCOE) is the lead recipient of a High Road Training Partnership Grant (H RTP) from the State of California that was awarded in 2021. The H RTP grant included the Workforce Development Boards of San Luis Obispo, Santa Barbara and Ventura counties as partners as well included CalPoly and Cierco Wind Energy Company to analyze offshore wind energy development in the Central Coast region. The role of the regional WDBs is to assess the research conducted by CalPoly and partners providing a Scoping Project to be reviewed for input/feedback on workforce training opportunities related to apprenticeships, pre-apprenticeships and other workforce training needs. The County received the contract from SLOCOE on March 2, 2023. The H RTP grant term ends on March 31, 2023.

BUDGET/FINANCIAL IMPACT:

The WDBSLO is included in the grant as a partner funded at \$7,000 to conduct the review of the research as identified in the Scope of Work portion of the attached contract with SLOCOE.

Staff Comments:

Upon approval of the WDB to accept the H RTP grant funds, WDB staff will work with the County fiscal department to assess the ability of the County to invoice SLOCOE for the H RTP grant funds in the limited timeframe available and with consideration that the proposed research has not yet been provided to date, therefore no work has yet been done on behalf of the WDB scope of work identified in the attached contract. The WDBSLO acknowledges the importance of this grant project and has stated commitment to SLOCOE to complete the review as identified in the grant scope of work once the research is completed and provided, in-kind, outside the term of the H RTP grant, if unable to invoice the grant by the requested timeframe.



COVER SHEET FOR ALL AGREEMENTS

(Facility Leases, MOAs, Consultant Agreements, Business Services Agreements)

ROUTING FOR REVIEW & APPROVAL

Division Head Bus. Svcs. Exec. Assist. For Tracking Fiscal Services Director/Staff for Budget
 Assistant Supt. Business Svcs. Superintendent Copy to AR if Invoicing Necessary

DISTRICT/AGENCY/CONSULTANT: Workforce Development Board-SLO County, SB County, Ventura County DATE SIGNED: _____

AGREEMENT START DATE: 02/01/2023 AGREEMENT END DATE: 06/30/2023

RENEWAL TERMS: TBD (Annual -month/time of year) (Automatic until terminated) *Please notify Accts Receivable of terminated agreements

DESCRIPTION OF AGREEMENT: review the draft plans & analyze data for apprenticeship opportunities

DISTRICT POINT OF CONTACT: SLOCOE POINT OF CONTACT:

NAME / TITLE: Dawn Boulanger NAME / TITLE: Karla Knuckles / Michael Specchierla

EMAIL: dboulanger@co.slo.ca.us EMAIL: kknuckles@slococ.org / mspecchierla@slococ.org

PHONE: 805-781-1835 ext. _____ PHONE: _____ ext. 203

REVENUE - IF THIS AGREEMENT WILL REQUIRE INVOICING

Monthly Quarterly Semi-Annually Annually Time Sheets Used Position Control

Revenue Account Line #: _____

Revenue Account Line #: _____

01-0000-0-0000-0000-0000-0000-0000
Fund Resource Year Goal Fndr Object School Mgmt Line

Monthly Quarterly Semi-Annually Annually As invoiced

Expenditure Account Line #: 01-7856-0-5800-3800-2100-000-9300-0000

Expenditure Account Line #: _____

00-0000-0-0000-0000-0000-0000-0000
Fund Resource Year Goal Fndr Object School Mgmt Line

Save Form Clear Form

NOTE: MOAs between departments in SLOCOE will require account lines on both the revenue side and expenditure side. (If the expenditure account contains Object 57xx, there needs to be an Object 57xx in a revenue account to allow for the interdepartmental transfer of funds.)

AGREEMENT FOR CONSULTANT SERVICES

THIS AGREEMENT is made and entered into this **15th day of February, 2023**, by and between the Superintendent of the **San Luis Obispo County Office of Education**, San Luis Obispo, California, hereinafter referred to as SLOCOE, and the **San Luis Obispo County Workforce Development Board**, whose principal place of business is in **San Luis Obispo, CA**, hereinafter referred to as **Consultant**.

IT IS AGREED THAT:

- I. Consultant will provide the services as set forth in this Agreement and in Exhibit A, which is attached hereto and made a part hereof, in coordination with the County Superintendent or his designee.
- II. This Agreement shall be for a period commencing on the **1st day of February, 2023** and ending on the **30th day of June, 2023**.
- III. **Total compensation under this contract shall not exceed \$7,000.00, and will be subject to availability of program/project funding. Advanced notice of changes in funding, if required, will be provided to Consultant prior to beginning each program/project noted in Exhibit A.**
- IV. Upon completion of services to be performed, payments for services and reimbursement for expenses under this Agreement shall be made within 30 days **upon receipt of invoice from Consultant**. Invoice must be received by Consultant no later than **March 17, 2023**.
- V. Consultant shall not assign or transfer in any way his or her interest or obligations under this Agreement without the written consent of the Superintendent or his designee. Any assignment is void.
- VI. This Agreement may be amended or modified at any time by mutual agreement of the parties in writing.
- VII. This Agreement may be terminated by SLOCOE with written notification to the Consultant if work performed is unsatisfactory or scope of work cannot be met.
- VIII. In the performance of the services contemplated by this Agreement, Consultant is an independent contractor who will control and direct the method, details and means of performing the services described in Exhibit A. The services completed herein must, however, meet the approval of SLOCOE and shall be subject to SLOCOE's general right of inspection and supervision to ensure the satisfactory completion of said services.

Consultant understands and agrees that he and all of his employees and agents are not employees of SLOCOE and are not entitled to the rights or benefits to which SLOCOE employees are normally entitled, such as unemployment insurance, workers' compensation, medical insurance, sick leave, or any other employment benefits. Consultant shall assume full responsibility for payment of all federal, state, and local taxes

or contributions including, but not limited to, unemployment insurance, social security, and income taxes or contributions including, but not limited to, unemployment insurance, social security, and income taxes with respect to Consultant and Consultant's employees and agents. Consultant agrees to indemnify SLOCOE for any claims, losses, fees, penalties, interest or damages suffered by SLOCOE resulting from the Consultant's failure to comply with this provision.

Consultant shall furnish, at his own expense, all labor, materials, equipment, and other items necessary to carry out the terms of this Agreement, except for that provided by SLOCOE.

Consultant agrees to defend, indemnify and hold harmless SLOCOE, its directors, officers, employees, and agents from any and all liabilities, claims, demands, costs and damages (including reasonable attorney's fees and litigation costs) arising in any way out of Consultant's negligence or willful misconduct in the performance of this Agreement, including, but not limited to any claim due to injury and/or damage sustained by Consultant and/or the Consultant's employees or agents.

- IX. Consultant agrees to notify his/her school employer (if employed by a school district, county superintendent or other school entity) of this Agreement and the dates upon which he/she intends to perform pursuant to this Agreement. Consultant agrees that he/she will not accept any salary, other than leave, compensatory time off or vacation benefits, from his/her school employer while he/she is performing services pursuant to this Agreement.
- X. The Contractor/Consultant named in this Agreement with the SLOCOE hereby certifies that the Contractor/Consultant has either:
- a) Received notification from SLOCOE that the contracted services do not require any unsupervised access to pupils of SLO County and certifies that an **Exemption from Department of Justice Clearance Requirements** form is included as an attachment to this contract and is required before this Agreement becomes effective; or
 - b) The Consultant has provided a notarized affidavit that all employees or representatives working on any school site during the student day or having any unsupervised access to pupils have received a clearance from the Department of Justice for all employees and/or representatives who will have unsupervised access to students as described in Education Code 45125.1. Consultant also certifies that a notarized copy of an **Affidavit Certifying Clearance** or a copy of the completed **Request for Authorization to receive State Summary Criminal History Information-Contract Employer for School Education Code Section 45125.1** form is included as an attachment to this Agreement and is required before this Agreement becomes effective.
- XI. **Debarment and Suspension (E.O.s 12549 and 12689)** - It is understood and agreed that the Consultant is aware of the provisions regarding debarment and suspension, and by signing this Agreement confirm that they are not presently debarred,

 Initials

Initials

suspended, proposed for debarment, declared ineligible, or voluntarily excluded from this transaction by any Federal Department or Agency. No contract shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension." This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of its principal employees.

XII. Equal Employment Opportunity- It is understood and agreed that this Agreement shall comply with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

XIII. This Agreement constitutes the sole and only agreement between SLOCOE and Consultant concerning the subject matter herein. Any prior or other agreements or representations between SLOCOE and Consultant regarding those matters are null and void unless expressly set forth in this Agreement. No waiver of any term, condition or covenant of this Agreement shall be presumed or implied. Any such waiver must be expressly made in writing by the party waiving the term, condition or covenant. If any term, provision, covenant or condition of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions shall remain in full force and effect. This Agreement will be governed by and construed in accordance with the laws of the State of California.

IN WITNESS THEREOF, the parties hereto have executed this Agreement the day and year first above written.

Consultant

Date

Are you an employee and/or substitute of SLOCOE or any school district (including Cuesta College) within San Luis Obispo County? **DYES** **NO**

James Brescia

James J. Brescia, Ed.D, Superintendent, or Designee
San Luis Obispo County Office of Education

Mar 2, 2023

Date

Consultant's Mailing Address & Telephone:
Workforce Development Board San Luis Obispo County
Dawn Boulanger
1055 Monterey Street
San Luis Obispo, CA 93408
805-781-1835 dboulanger@co.slo.ca.us

FOR SLOCOEUSE ONLY
Program Account #: 01-7856-0-5800-3800-2100-000-9300-0000
Directors Approval: <i>Michael Specchierla</i>
Date: Mar 1, 2023
P.O.#:
 Sheldon Smith (Mar 1, 2023 16:13 PST)


MR


MA


JB

Attachment to Agreement for Consultant's Services

Exhibit A

- See attached Scope of Work

Scope of Work

San Luis Obispo County Workforce Development Board

Through funding from the California State High Road Training Partnership (H RTP) grant with San Luis Obispo County Office of Education (SLOCOE) as the fiscal agent, SLOCOE retains San Luis Obispo County Workforce Development Board to analyze offshore wind energy development data compiled into a demonstration offshore wind energy project Scoping Project draft by Cierco Wind Energy Company (Cierco), DEME, Saitec Offshore Technologies (Saitec), SBM Offshore, and California Polytechnic State University (CPSLO) research teams (Team).

Scope of Work:

The San Luis Obispo County Workforce Development Board will assess the Scoping Project draft supplied by the Team examining for workforce training opportunities related to apprenticeships, pre-apprenticeships, and other workforce training needs.

Additionally, the San Luis Obispo County Workforce Development Board will provide input to the Team to include into the draft Scoping Plan prior to the plan's final publication.

The San Luis Obispo County Workforce Development Board will provide feedback regarding the draft Scoping Plan to the Team and SLOCOE prior to March 17, 2023. Invoice from the San Luis Obispo County Workforce Development Board must be received prior to March 17, 2023 in order for a March 29, 2023 payment. The invoice can be emailed to kknuckles@slocoe.org.



DATE: February 17, 2023

TO: Workforce Development Board-San Luis Obispo County

SUBJECT: 1099 INFORMATION REPORTING

Federal Income Tax law requires our school district to have your taxpayer identification number (TIN) on file. Under Federal regulation 1604.1, you are required to provide us with the information on the W-9 form, enclosed in this letter. If you fail to furnish this information, you may be subject to a \$50 penalty imposed by the IRS, and all payments made to your company will be subject to a 31% back-up withholding. In order to complete form 1099 properly, we must have your Taxpayer Identification Number (TIN). If you do business as an INDIVIDUAL or SOLE PROPRIETOR, your TIN number is your social security number; if not, then the TIN number needed is your Federal Employer Identification Number.

We will not have to file a Form 1099 if you are a CORPORATION, a TAX-EXEMPT ORGANIZATION, a GOVERNMENT AGENCY or OTHER EXEMPT EMPLOYEE PAYEE. **However, the law requires that you provide us with your TIN number.** Please check the area below that is applicable to you. Complete Form W-9 (enclosed), providing your correct nine-digit TIN.

Please return this form and the W-9 form with your signed contract. If you have any questions regarding these documents, please contact our business office at (805) 782-7238.

- | | |
|---|---|
| <input type="checkbox"/> INDIVIDUAL
(see below) | <input type="checkbox"/> CORPORATION |
| <input type="checkbox"/> SOLE PROPRIETOR
(see below) | <input type="checkbox"/> CORPORATION-Providing health care/medical services |
| <input type="checkbox"/> PARTNERSHIP | <input type="checkbox"/> CORPORATION-Providing legal services |
| <input type="checkbox"/> ESTATE | <input type="checkbox"/> TAX EXEMPT ORGANIZATION |
| <input type="checkbox"/> TRUST | <input type="checkbox"/> GOVERNMENT/GOVERNMENT AGENCY |
| <input type="checkbox"/> OTHER | |

If INDIVIDUAL or SOLE PROPRIETOR, please provide your social security number for state reporting requirements.



EXEMPTION FROM DEPARTMENT OF JUSTICE CLEARANCE REQUIREMENTS

After review of the scope of the attached agreement, the San Luis Obispo County Office of Education (SLOCOE) and the Contractor/Consultant named in the attached contract do certify by their signatures below that the Contractor/Consultant or any employees or representatives will have no reason under the parameters of the scope of the work to have any unsupervised access to any student(s) at a school site within San Luis Obispo County.

Both parties understand that any exception to this Exemption must be immediately reported to the Chief Human Resources Officer as identified on this form and will require clearance by the Department of Justice for any and all employees or representatives of the Contractor/Consultant. Both parties further understand that failure to disclose a change in the student access under this contract will be grounds for cancellation.

SLOCOE Project Manager/Supervisor (certifying that the above conditions are being met):

Michael Specchierla	<i>Michael Specchierla</i>	Mar 1, 2023
_____	_____	_____
Print/Type Name	Signature	Date

Consultant:

Dawn Boulanger	_____	_____
_____	_____	_____
Print/Type Name	Signature	Date

Consultant Tax Identification Number

Superintendent:

<i>James Brescia</i>	Mar 2, 2023
_____	_____
Superintendent Signature	Date

**SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION
EMPLOYEE VERSUS INDEPENDENT CONTRACTOR
CLASSIFICATION CRITERIA**

The designation of independent contractor status is governed by the Internal Revenue Code and common law. There are significant tax penalties imposed on employers who incorrectly classify an employee as an independent contractor.

An independent contractor is an individual (or non-corporate business entity) that provides personal services to the San Luis Obispo County Office of Education ("SLOCOE") in such a manner as to be free from SLOCOE's "right" to direct and control the independent contractor's performance. As a general rule, an independent contractor will have a principal place of business other than at the SLOCOE, have a business license, and will offer his or her services to the general public.

Individuals who are currently or formerly (during the preceding 12 month period) employed by SLOCOE may not provide services to SLOCOE as an independent contractor.

Individuals will be classified as an employee if the answer to any of the following three questions is "yes."

1. Does the individual currently work for the SLOCOE as an employee?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Does SLOCOE expect to hire this individual as an employee to provide the same or similar services immediately following the termination of his or her independent contractor services?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Did the individual have an official appointment (including hourly or temporary) to provide the same or similar services during the 12 month period prior to the date on which the independent contractor's services commenced?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Individuals will be classified as a contractor if the answer to ALL of the following three questions is "yes."

[D namex O erations West v. The Su erior Court of Los An eles Coon]

A. The worker is free (contractually and in fact) from the control and direction of the hirer in connection with the work, AND	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
B. The worker performs work that is not the hiring entity's usual business, AND	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
C. The worker is customarily engaged in an independently established trade, occupation, or business of the same nature as the work performed for the hiring entity.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

The Internal Revenue Service uses the following criteria to classify individuals as either independent contractors or employees. While there is no single criterion (or group of criteria) that will provide a definitive determination, the following criteria, when used in combination, provide an overall indication of how the individual should be classified. **A "yes" response to the questions tends to either strengthen or weaken the case that the individual is an independent contractor.**

Weakenes	Strengthens	BFJ/ff/ORAI ; OVTR(f)	
		1. Does SLOCOE have the right to tell the worker when, where and how work is to be performed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
		2. Does SLOCOE have the right to determine the sequence, details, or means of work performed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
		3. Are work hours set by SLOCOE?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		4. Does SLOCOE require services to be rendered personally?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		5. Does SLOCOE dictate which workers should be used or hired to complete the project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		6. Does SLOCOE train the worker to perform the service?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		7. Does SLOCOE have the right to fine or discipline the worker if instructions are not followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		8. Does SLOCOE have responsibility for hiring, firing, supervising, or paying assistants of the worker?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		9. Is the worker required to provide oral or written reports to SLOCOE periodically?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		10. Does SLOCOE provide tools and materials necessary to perform the service?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		11. Does SLOCOE tell the worker where to purchase supplies and service?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		12. Does SLOCOE have the right to terminate the relationship with the worker?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Weakens	Strengthens	FA 4(A) (1) (C) (1) (1)(1)	
		1. Is compensation made on a regularly recurring basis (e.g. weekly, monthly, or on retainer)?	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		2. Does the worker have a direct interest in or share of any profit or loss of the work accomplished?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
		3. Does the worker have a significant investment in facilities or materials (other than computer equipment and education)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
		4. Does the worker incur unreimbursed business expenses in connection with the project?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
		5. Does the worker have a business license to perform the services provided to SLOCOE?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
		6. Are the worker's services available to the general public?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
		7. Does the worker perform similar services for more than one firm at a time?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Weakens	Strengthens	RF! ITIOS/1P OF THE PARTIES	
		1. Is there a written contract between the worker and SLOCOE describing the workers as an independent contractor?	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		2. Do SLOCOE and the worker intend for the worker to serve as an independent contractor?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
		3. Is there a continuing relationship between the worker and SLOCOE?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		4. Does the worker devote full time to the business of SLOCOE?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		5. Does the worker expect to receive employee benefits from SLOCOE?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

The following are illustrative examples from the Massachusetts Attorney General:

- A motor vehicle appraisal company cannot classify an appraiser as an independent contractor because the appraiser is performing an essential part of the appraisal company's business.
- A drywall company cannot classify an individual who is installing drywall as an independent contractor because that worker is performing an essential part of the business.
- Conversely, an accounting firm hires an individual to move office furniture. The individual may be classified as an independent contractor because moving furniture is incidental and not necessary to the accounting firm's business.

WIOA FY22/23 Budget & Expenditures

Fiscal Year 2022-2023

YTD Expense thru 02/28/23

8 month(s) elapsed

Item 6.1

		See TABs for details			
	Budget Narrative	Budget*	YTD Actuals	Percent Expended	Balance
DSS Salary & Benefits	<p>DSS Administrative and Fiscal cost</p> <p>These expenses are for DSS salaries and actual time spent on the WIOA Program. This includes WDB support, administrative support, program monitoring, data management, and fiscal management support. The DSS staff includes the Administrative Services Manager, Program Manager, Fiscal Manager, and program staff.</p>	\$ 513,613	\$ 260,419.82	50.70%	\$ 253,193
DSS Operating	<p>DSS Operating Expenses</p> <p>Operating expenses include travel, registration, memberships, legal notices, auditing and office supplies. Also included are labor market data subscriptions, outreach, business services contracts and other WIOA system-wide projects approved by the WDB. AJCC facility rent is also included here.</p>	\$ 971,183	\$ 265,686	27.36%	\$ 705,496
County Office of Education (SLOCOE) WIOA Youth					
<i>WIOA Youth Employment and Training Services.</i>	WIOA Title I Youth services, staffing, operations and facility costs.	\$ 779,000	\$ 147,490	18.93%	\$ 631,510
Eckerd America's Job Center of CA (AJCC)					
<i>WIOA Adult, Dislocated Worker & Business Services</i>	WIOA Title I Adult & Dislocated Worker services, staffing and operations costs.	\$ 801,383	\$ 410,258	51.19%	\$ 391,125
SB-1					
	Operating costs only, DSS staff salaries are included above.	\$ 28,555	\$ 11,223	39.30%	\$ 17,332
CCI					
	Operating costs only, DSS staff salaries are included above.	\$ 49,502	\$ 41,246	83.32%	\$ 8,256
Digital Literacy Training					
	Operating costs only, DSS staff salaries are included above.	\$ 74,314	\$ 6,949	9.35%	\$ 67,365
WDB Set-Aside	<p>WDB Set-Aside Expenses</p> <p>These expenses are costs associated directly with the WDB. This includes WDB initiative costs, conference registration and travel expenses, membership renewals, and recognition costs.</p>	\$ 9,350	\$ 4,252	45.48%	\$ 5,098
TOTAL:		\$ 3,226,900	\$ 1,147,524	35.56%	\$ 2,079,376
		<i>Target thru</i>	<i>02/28/23</i>	<i>66.67%</i>	<i>month(s) elapsed</i>

Operating Expenditure Budget

Fiscal Year 2022-2023

	Budget	YTD Actuals	Remaining	MONTHLY EXPENDITURES											
				July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Travel - (AE staff only)	\$ 27,000	\$ 2,570	\$ 24,429.91		\$ 226.81		\$ 898.49	\$ 508.94	\$ 66.25	\$ 95.92	\$ 773.68				
Registrations for conferences, workshops, seminars (AE Staff only)	\$ 9,000	\$ 11,123	\$ (2,122.97)	\$ 130.00	\$ 5,193.00			\$ 509.97		\$ 300.00	\$ 4,990.00				
Auditing (County Auditor)	\$ 12,000	\$ -	\$ 12,000.00												
Office Supplies	\$ 6,500	\$ 330	\$ 6,170.00								\$ 330.00				
Other Program (legal notices, publications, cell phone, etc)	\$ 2,100	\$ 8,061	\$ (5,961.03)			\$ 7,387.11	\$ 288.70		\$ 385.22						
Total:	\$ 56,600	\$ 22,084	\$ 34,515.91	\$ 130.00	\$ 5,419.81	\$ 7,387.11	\$ 1,187.19	\$ 1,018.91	\$ 451.47	\$ 395.92	\$ 6,093.68	\$ -	\$ -	\$ -	\$ -

Services & Systems Purchase Orders	Budget	YTD Actuals	Remaining	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
SBG LA	\$ 59,530	\$ 59,530	\$ -			\$ 59,529.90									
County Property Services (AJCC Facility Rent)	\$ 87,500	\$ 45,008	\$ 42,491.97		\$ 11,385.79	\$ 5,645.66	\$ 5,531.77	\$ 5,443.36	\$ 5,539.17	\$ 5,681.29	\$ 5,780.99				
Charter; PG&E; So Cal Gas and Phone (AJCC Utility Costs & copier rental)	\$ 18,000	\$ 6,046	\$ 11,954.10		\$ 832.25	\$ 623.79	\$ 780.10	\$ 775.27	\$ 887.31	\$ 1,026.05	\$ 1,121.13				
AJCC Janitorial	\$ 7,500	\$ 2,700	\$ 4,799.55		\$ 222.65	\$ 251.55	\$ 329.68	\$ 544.66	\$ 482.74	\$ 139.77	\$ 729.40				
Paso Chamber	\$ 100,000	\$ 81,718	\$ 18,282.29			\$ 81,717.71									
TAD Grant	\$ 18,000	\$ 18,000	\$ -				\$ 18,000.00								
Workforce LMI Study	\$ 30,000	\$ -	\$ 30,000.00												
Building Trades' Local Hire Impact Report	\$ 30,000	\$ -	\$ 30,000.00												
Digital Outreach/Recruitment	\$ 70,000	\$ 30,600	\$ 39,399.65					\$ 30,600.35							
LMI Subscription	\$ 20,000	\$ -	\$ 20,000.00												
Layoff Aversion/Business Retention Services (Employer Training Series; HR Hotline)	\$ 189,293	\$ -	\$ 189,293.00												
WIOA Youth Staff Training & Technical Assistance	\$ 85,000	\$ -	\$ 85,000.00												
AJCC Facility Updates (Customer computers; customer chairs, paint, resource room video, etc)	\$ 65,731	\$ -	\$ 65,731.00												
Youth Program/Participant Services	\$ 134,029	\$ -	\$ 134,029.00												
Total:	\$ 914,583	\$ 243,602	\$ 670,980.56	\$ -	\$ 12,440.69	\$ 147,768.61	\$ 6,641.55	\$ 6,763.29	\$ 6,909.22	\$ 6,847.11	\$ 7,631.52	\$ -	\$ -	\$ -	\$ -

DSS Operating Expense Grand Total	\$ 971,183	\$ 265,686.43	\$ 705,496.47	\$ 130.00	\$ 17,860.50	\$ 155,155.72	\$ 7,828.74	\$ 7,782.20	\$ 7,360.69	\$ 7,243.03	\$ 13,725.20	\$ -	\$ -	\$ -	\$ -
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*Salary and Benefits included on Summary Tab

SLO County Office of Education (SLOCOE) - WIOA Youth Services

Fiscal Year 2022-2023

Expenditures

IN AND OUT OF SCHOOL	Budget	YTD Actuals	Remaining	MONTHLY EXPENDITURES													
				June Eckerd Invoice	July SLO COE Inv	August Invoice	September Invoice	October & November Invo		December Invoice		February	March	April	May	June	
				July	August	September	October	November	December	January							
Salaries & Benefits	\$ 218,000.00	\$ 134,967	\$ 83,032.56	\$ 16,321.05	\$ 28,674.71	\$ 15,029.46	\$ 16,673.87		\$ 38,359.80	\$ 19,908.55							
Operations	\$ 253,500.00	\$ 8,741	\$ 244,759.11	\$ 7,991.06		\$ 216.75	\$ 422.58		\$ 110.50								
Participant Costs	\$ 263,000.00	\$ 1,098	\$ 261,901.84	\$ 1,098.16													
Admin/Indirect	\$ 44,500.00	\$ 2,684	\$ 41,816.28	\$ 2,683.72													
Total:	\$ 779,000.00	\$ 147,490	\$ 631,509.79	\$ 28,093.99	\$ 28,674.71	\$ 15,246.21	\$ 17,096.45	\$ -	\$ 38,470.30	\$ 19,908.55	\$ -						
<i>Work Experience (included in total)*</i>		\$ 2,702.07															

Eckerd - America's Job Center of CA (AJCC) WIOA Adult, Dislocated Worker, Business Services & One-Stop Operator
 Fiscal Year 2022-2023

Adult

	Budget	YTD Actuals	Remaining	MONTHLY EXPENDITURES												
				July	August	September	October	November	December	January	February	March	April	May	June	Final June
				June & July Invoiced	August Invoice	September Invoice	October Invoice	November Invoice	December Invoice	January Invoice	February Invoice					
Salaries & Benefits	\$ 171,229.80	\$ 129,455.98	\$ 41,773.82	\$ 32,091.97	\$ 14,032.79	\$ 11,468.00	\$ 13,386.18	\$ 12,095.75	\$ 15,357.01	\$ 15,729.35	\$ 15,294.93					
Operations	\$ 45,865.07	\$ 31,531.55	\$ 14,333.52	\$ 8,125.29	\$ 614.20	\$ 921.23	\$ 3,942.30	\$ 1,861.43	\$ 1,465.37	\$ 11,477.54	\$ 3,124.19					
Participant Training	\$ 149,591.50	\$ 68,261.27	\$ 81,330.23	\$ 3,205.25	\$ 4,003.88	\$ 19,920.00	\$ 24,874.86	\$ 833.17	\$ 4,569.01		\$ 10,855.10					
Participant Costs	\$ 2,000.00	\$ 797.51	\$ 1,202.49	\$ 83.35	\$ 190.00	\$ 400.00	\$ 40.00		\$ 84.16							
Indirect	\$ 35,319.92	\$ 23,432.54	\$ 11,887.38	\$ 5,108.72	\$ 2,387.31	\$ 1,569.35	\$ 2,527.60	\$ 1,890.10	\$ 2,733.06	\$ 3,457.74	\$ 3,758.66					
Total:	\$ 404,006.29	\$ 253,478.85	\$ 150,527.44	\$ -	\$ 48,614.58	\$ 21,228.18	\$ 34,278.58	\$ 44,770.94	\$ 16,680.45	\$ 24,208.61	\$ 30,664.63	\$ 33,032.88	\$ -	\$ -	\$ -	\$ -
AJCC Utility Cost - charged to TANF	N/A	\$ 124.86		\$ 24.71		\$ 57.68	\$ 14.09	\$ 10.75	\$ 17.63							

DW

	Budget	YTD Actuals	Remaining	MONTHLY EXPENDITURES												
				July	August	September	October	November	December	January	February	March	April	May	June	Final June
				June & July Invoiced	August Invoice	September Invoice	October Invoice	November Invoice	December Invoice	January Invoice	February Invoice					
Salaries & Benefits	\$ 165,931.69	\$ 110,901.63	\$ 55,030.06	\$ 22,695.31	\$ 12,265.75	\$ 9,870.38	\$ 9,409.50	\$ 11,153.68	\$ 15,327.38	\$ 15,440.80	\$ 14,738.83					
Operations	\$ 45,220.14	\$ 27,438.79	\$ 17,781.35	\$ 6,989.58	\$ 475.71	\$ 732.88	\$ 2,563.06	\$ 1,122.10	\$ 1,407.94	\$ 11,259.64	\$ 2,887.88					
Participant Training	\$ 149,591.50	\$ 391.95	\$ 149,199.55				\$ 34.00				\$ 357.95					
Participant Costs	\$ 2,000.00	\$ 2,948.28	\$ (948.28)			\$ 607.90			\$ 84.16		\$ 2,256.22					
Indirect	\$ 34,633.46	\$ 15,098.47	\$ 19,534.99	\$ 3,500.13	\$ 1,630.91	\$ 1,340.74	\$ 1,528.46	\$ 1,568.23	\$ 2,137.09	\$ 3,392.91						
Total:	\$ 397,376.79	\$ 156,779.12	\$ 240,597.67	\$ -	\$ 33,185.02	\$ 14,372.37	\$ 12,551.90	\$ 13,535.02	\$ 13,844.01	\$ 18,956.57	\$ 30,093.35	\$ 20,240.88	\$ -	\$ -	\$ -	\$ -

TOTAL AJCC - One Stop	Budget	YTD Actuals	Remaining	July	August	September	October	November	December	January	February	March	April	May	June	Final June
Adult	\$ 404,006.29	\$ 253,478.85	\$ 150,527.44	\$ -	\$ 48,614.58	\$ 21,228.18	\$ 34,278.58	\$ 44,770.94	\$ 16,680.45	\$ 24,208.61	\$ 30,664.63	\$ 33,032.88	\$ -	\$ -	\$ -	\$ -
DW	\$ 397,376.79	\$ 156,779.12	\$ 240,597.67	\$ -	\$ 33,185.02	\$ 14,372.37	\$ 12,551.90	\$ 13,535.02	\$ 13,844.01	\$ 18,956.57	\$ 30,093.35	\$ 20,240.88	\$ -	\$ -	\$ -	\$ -
Total:	\$ 801,383.08	\$ 410,257.97	\$ 391,125.11	\$ -	\$ 81,799.60	\$ 35,600.55	\$ 46,830.48	\$ 58,305.96	\$ 30,524.46	\$ 43,165.18	\$ 60,757.98	\$ 53,273.76	\$ -	\$ -	\$ -	\$ -

High Road Construction Careers: SB-1 (HRCC:SB-1) Grant

High Road Construction Careers (HRCC) SB-1 Grant

Fiscal Year 2022-2023

Building & Construction Trades' Pre-Apprenticeship Training Program

			MONTHLY EXPENDITURES													
			June Invoice	July Invoice	Aug Invoice	Sept Invoice	Oct Invoice	Nov Invoice	Dec Invoice	Jan Invoice	Feb Invoice	Mar Invoice	Apr Invoice	May Invoice		
HRCC:SB-1	Budget	YTD Actuals	Remaining	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Final June
SB-1 - Eckerd	\$ 28,555.44	\$11,223.23	\$ 17,332.21	\$ 1,834.63	\$ 164.61	\$ 87.90	\$ 1,579.84	\$2,979.69	\$2,205.59	\$1,964.91	\$ -	\$ 406.06				
Total:	\$ 28,555.44	\$11,223.23	\$ 17,332.21	\$ 1,834.63	\$ 164.61	\$ 87.90	\$ 1,579.84	\$2,979.69	\$2,205.59	\$1,964.91	\$ -	\$ 406.06	\$ -	\$ -	\$ -	\$ -

High Road Construction Careers: CA Climate Investments (HRCC:CCI) Grant

Fiscal Year 2022-2023

Building & Construction Trades' Pre-Apprenticeship Training Program

HRCC:CCI	MONTHLY EXPENDITURES															
	Budget	YTD Actuals	Remaining	MONTHLY EXPENDITURES												Final June
				June Invoice	July & August Inv.	Sept. Invoice	October Invoice	November Invoice	December Invoice	Jan Invoice	Feb Invoice	Mar	Apr	May	June	
CCI - Eckerd	\$ 49,502	#####	\$ 8,256.35	\$ 1,338.53		\$ 6,027.94	#####	#####	\$6,179.94	\$6,134.45	\$7,601.99	\$ 6,116.45				
Total:	\$ 49,502	#####	\$ 8,256.35	\$ 1,338.53	\$-	\$ 6,027.94	#####	#####	\$6,179.94	\$6,134.45	\$7,601.99	\$ 6,116.45	\$-	\$-	\$ -	\$ -

Staff Salaries - HRCC: CCI \$ 33,497

Slingshot 4.0 Digital Literacy Training

Fiscal Year 2022-2023

	MONTHLY EXPENDITURES																
	Budget	YTD Actuals	Remaining														
				July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Final June	
Slingshot 4.0 Digital Literacy Training	\$ 74,313.78	\$ 6,949	\$ 67,365.23					\$5,150.16	\$12.00	\$715.31	\$1,071.08						
Total:	\$ 74,313.78	\$ 6,949	\$ 67,365.23	\$ -	\$ -	\$ -	\$ -	\$5,150.16	\$12.00	\$715.31	\$1,071.08	\$ -					

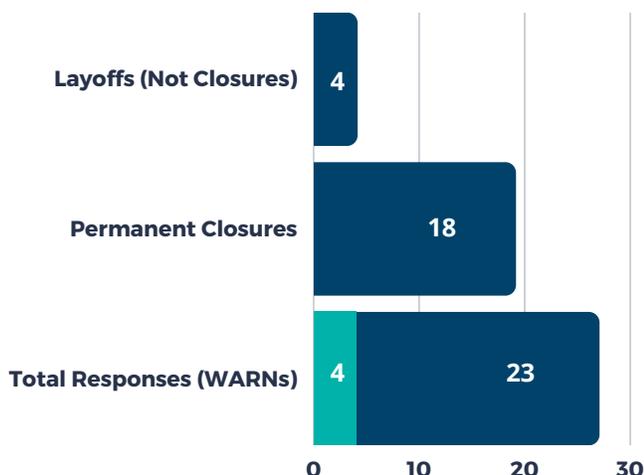
WIOA WDB Set-Aside

Fiscal Year 2022-2023

	Budget	YTD Actuals	Remaining	MONTHLY EXPENDITURES												
				July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
CWA (Youth/Spring/Fall) Conference (WDB Board)	\$ 3,000	502	\$ 2,498			\$ 502.05										
Membership Renewals/Sponsorships <i>Chambers/CWA</i>	\$ 5,750	3,248	\$ 2,502		\$ 649.00		\$399.00				\$ 2,200.00					
WDB Member Recognition	\$ 600	502	\$ 98	\$ 502.34												
Total:	\$ 9,350	\$ 4,252	\$ 5,098	502.34	649.00	502.05	399.00	0.00	0.00	2200.00	0.00	0.00	0.00	0.00	0.00	0.00

Rapid Response

PROGRAM YEAR 2022-2023



PROGRAM YEAR 2022-23 RAPID RESPONSE SUMMARY

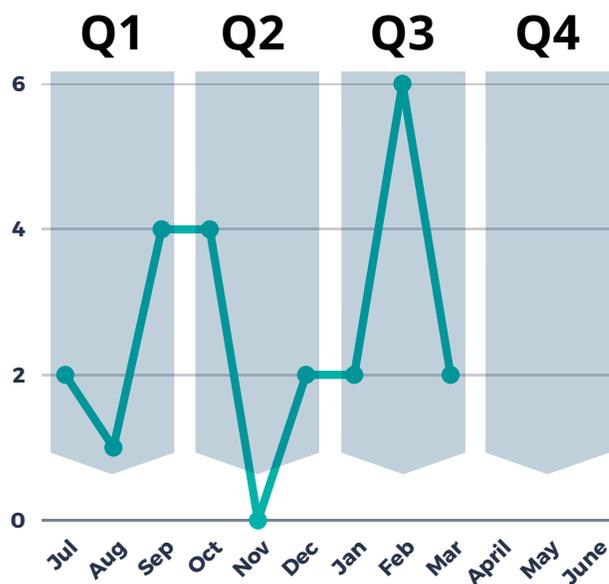
So far in the current program year, 2022-23, there have been a total of twenty-three Rapid Responses conducted throughout San Luis Obispo County; twenty-two of which have resulted in layoffs or closures. Fifteen were received via media sources and four were reported by staff. Four of the responses were received via WARN.

RAPID RESPONSES BY QUARTER

There have been a total of twenty-three Rapid Responses conducted to date. Seven responses took place in the 1st Quarter (Jul-Sep) of the current 2022-23 program year. Two were conducted in July, one in August, and four took place in September. In Q2r (Oct-Dec), there were six responses.

So far in the 3rd Quarter (Jan-Mar), there have been ten responses.

Of the twenty-three rapid responses conducted to date, twenty-one have resulted in employee layoffs or business closures. One business had been reported as closing, but only shut down temporarily and has re-opened under new ownership and kept all staff.



4.7K

Unemployed civilians in San Luis Obispo County in February 2023

3.4%

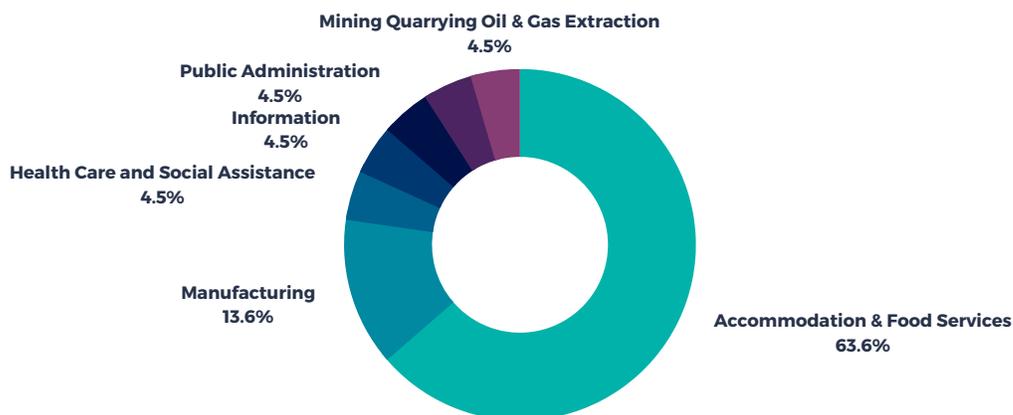
Latest Unemployment Rate in San Luis Obispo County

#5

San Luis Obispo County current rank for lowest unemployment rate in CA

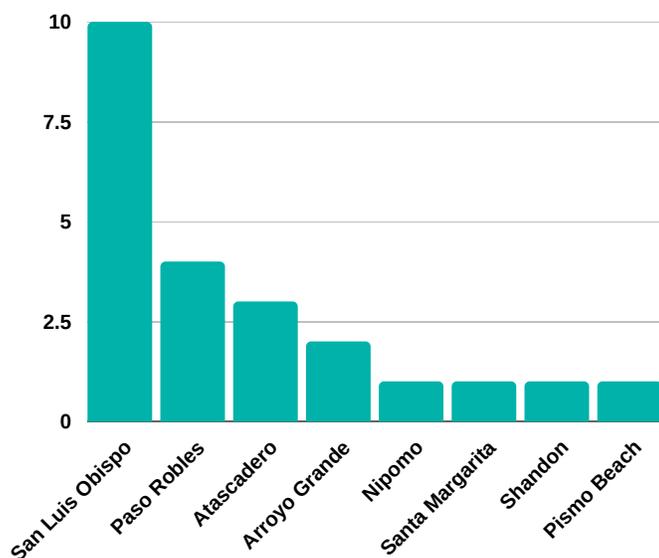
Rapid Response

PROGRAM YEAR 2022-2023



RAPID RESPONSE DATA BY INDUSTRY

The Rapid Response data recorded shows that the *Accommodation & Food Services* industry continues to be the most affected industry this program year. The sector accounted for 63.6% or 14 of the 23 Rapid Responses conducted in San Luis Obispo County. The Manufacturing industry accounted for 13.6% of the Rapid Responses with 2. The *Information, Healthcare & Social Assistance, Public Administration, Retail Trade,* and *Mining Quarrying Oil & Gas Extraction* comprised another 4.5% each as there was 1 response conducted for businesses in each sector.



RAPID RESPONSE DATA BY LOCATION

Most of the Rapid Responses conducted to date have been for businesses located in the city of SLO. There were a total of 10 responses that took place in SLO. Four responses were for businesses located in Paso Robles. There were three responses conducted in Atascadero. Two responses occurred in the city of Arroyo Grande. Lastly, one response took place in each of the following locations: Pismo Beach, Nipomo, Santa Margarita, and Shandon.

Please notify our team about any business closures or layoffs at (805) 781-1934 or SLOworkforce@co.slo.ca.us