

CITY OF LOS ANGELES

CALIFORNIA



Workforce Investment Board
CHARLES WOO
CHAIR



ERIC GARCETTI
MAYOR



**Economic and Workforce
Development Department**
JAN PERRY
GENERAL MANAGER

March 31, 2015

Council File:
Council District Nos: All
Contact Person and Phone:
Gregory Irish, (213) 744-7164

Honorable Eric Garcetti
Mayor, City of Los Angeles
Room 303, City Hall

City Council
c/o City Clerk
Room 395, City Hall

Attention: Mandy Morales, Legislative Coordinator

TRANSMITTAL: APPROVAL OF THE CITY OF LOS ANGELES APPLICATION FOR INITIAL LOCAL WORKFORCE DEVELOPMENT AREA DESIGNATION AND INITIAL LOCAL WORKFORCE DEVELOPMENT BOARD/WORKFORCE INVESTMENT BOARD CERTIFICATION BY THE STATE OF CALIFORNIA FOR PROGRAM YEAR 2015-2017 AS REQUIRED BY THE FEDERAL WORKFORCE INNOVATION AND OPPORTUNITY ACT, SUCCESSOR TO THE WORKFORCE INVESTMENT ACT

RECOMMENDATION

The General Manager of the Economic and Workforce Development Department (EWDD) and the Chair of the City of Los Angeles Workforce Investment Board (WIB) respectfully request that the Mayor and City Council approve the submission by the General Manager, EWDD, or designee, of the "Existing Local Area Application for Initial Local Area Designation and Initial Local Board Certification" to the State of California Employment Development Department (EDD) on behalf of the Mayor, City Council, and WIB, and in accordance with the requirements of State of California Employment Development Department Workforce Services Directive WSD14-10.

WIB ACTION

The full WIB approved the recommendations contained herein at its meeting of February 5, 2015.

FISCAL IMPACT

There is no fiscal impact on the City General Fund.

BACKGROUND

Enacted in 1998, and in effect until June 30, 2015, the federal Workforce Investment Act (WIA) provides a legislative framework and funding for the City's Workforce Development System (WDS). Annually serving nearly 150,000 job seekers, 1,500 employers and 10,000 youth, this system is the nation's second largest publicly funded workforce development system. The WDS is composed of a network of 17 WorkSource Centers/America's Job Centers of California (WSC), two satellite centers, and 16 YouthSource Centers which provide a multitude of programs and special initiatives to train dislocated workers and disconnected youth for careers in the growing sectors of the regional economy. The Workforce Development System is essential to the City's economy and employer base in that it prepares job seekers and workers, and connects them to corresponding employment opportunities and career paths.

The Workforce Development System is governed by the City of Los Angeles WIB, whose Mayor-appointed and Council-approved 39 members are drawn from business, labor, education, government and the nonprofit community. The WIB is responsible for providing lead policy direction on all matters pertaining to the overall WIA program, the Five Year Plan, the Local Annual Plan, including independent oversight and evaluation of such policy, in consultation with the Los Angeles City Council Committee responsible for WIB matters. The WIB sets forth workforce policies for residents of the city, its job seekers and employers, soliciting private sector participation in the program, and identifying the training needs of the business community.

The City of Los Angeles is designated as the grant recipient and fiscal agent under the terms of the WIA. The EWDD is designated as the WIA Administrative Entity and carries out the administrative activities under WIA. The WIB prepares an annual report which describes the status of the WIA program and provides the basis for the following year's program. The WIB, together with the Mayor and City Council approves the annual plan, which includes the activities of the Workforce Development System, the administrative and program budget, service strategies, program goals and priorities for the year. This unique three-part relationship is structured and codified by the WIB-Local Elected Official (WIB-LEO) agreement renewed and approved by the Mayor and City Council in January 2014, Council File No. 12-0502.

The now expired WIA was extended through new legislation, the Workforce Investment and Opportunity Act (WIOA), which will be in effect as of July 1, 2015. The WIOA restructures WIA priorities and service elements and makes jobseeker services, including job training, more flexible and focused to the needs of the regional economy and specific employers. The WIOA requires coordination and collaboration among regional Workforce Investment Areas, WIBs and interested parties (employers, training providers, chambers of commerce, industry sectors, etc.). The WIB and EWDD predict the WIOA will have a positive impact on both the City's WDS and the job seekers, employers and youth which utilize WDS services.

There will be no gap in the provision of services during the transition from WIA to WIOA, and jobseekers, youth and employer customers will continue to receive full services at all the centers.

Under the WIA, the City of Los Angeles was designated a Local Workforce Investment Area (LWIA), with the City of Los Angeles WIB certified as the local board. These designations expire with the enactment of the WIOA on July 1, 2015, therefore the WIOA requires that state governors designate Local Workforce Development Areas (LWDA) as successors to LWIAs, and that they certify Local Workforce Development Boards (LWDB) as successors to WIBs.

Designation as an *Initial LWDA* and *Initial LWDB* will be effective during the transition period July 1, 2015, through June 30, 2017. Applications for these initial designations are due to the State of California EDD by March 31, 2015, with final designations becoming effective on July 1, 2017.

A LWIA must meet the following three eligibility requirements in order to be designated a LWDA under EDD Directive WSD14-10:

- Been designated as a local area under the WIA,
- Performed successfully under the WIA, and
- Sustained fiscal integrity under WIA.

The City of Los Angeles LWIA has met these three requirements and will therefore be submitting an application to the California Employment Development Department for designation as an LWDA and LWDB by the deadline of March 31, 2015. Recognizing localities may have difficulty obtaining signatures timely due to scheduling of board and governmental elected authorities, the California Employment Development Department will allow unsigned applications to be submitted with an explanation and date by which the signed original will be sent. The deadline for the signed application is June 30, 2015.

JAN PERRY
General Manager

JP:GJ:DE

CHARLES WOO
Chair
Workforce Investment Board

Charles Woo

Attachments: State of California EDD Directive No. WSD14-10
Existing Local Area Application

DIRECTIVE

WORKFORCE SERVICES

Number: WSD14-10

Date: February 20, 2015

69:01:df:17276

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: INITIAL LOCAL AREA DESIGNATION AND LOCAL BOARD
CERTIFICATION UNDER WIOA

EXECUTIVE SUMMARY

Purpose

This directive communicates policy and procedures regarding the initial designation of Local Workforce Development Areas (local areas) and the initial certification of Local Workforce Development Boards (local boards) under the Workforce Innovation and Opportunity Act (WIOA).

Scope

This directive applies to all current local areas interested in receiving designation and local board certification under the new WIOA.

Effective Date

This directive is effective on the date of its issuance.

REFERENCES

- WIOA (Public Law 113-128) Sections 106 and 107
- *Workforce Investment Act (WIA)* Section 116
- Title 2 *Code of Federal Regulations* (CFR) Chapter I, Chapter II, Part 200, et al., "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;" Final Rule (Uniform Guidance)
- Title 2 CFR Part 2900 et al., "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" (Uniform Guidance)
- Title 29 CFR Part 95: "Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations"

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

- Title 29 CFR Part 97: “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments”
- Title 20 CFR Part 652 et. al: WIA; Final Rules
- *California Unemployment Insurance Code* Section 14202(c)
- Workforce Services Directive WSD12-14, Subject: *Program Year (PY) 2013-17 Local Plans and Board Certification (Biennial and High Performing)* (May 22, 2013)
- WIA Directive WIAD06-10, Subject: *Local Area Nonperformance Policy* (November 14, 2006)
- WIA Directive WIAD02-6, Subject: *Subsequent Designation of Temporary and State Board Recommended Local Areas* (September 18, 2002)
- Workforce Services Information Notice WSIN12-62, Subject: *Late Monthly, Quarterly, Closeout, Audit and Participant Reports* (May 23, 2013)

STATE-IMPOSED REQUIREMENTS

This directive contains some State-imposed requirements. These requirements are indicated by ***bold, italic*** type.

FILING INSTRUCTIONS

This directive finalizes Workforce Services Draft Directive WSDD-111, issued for comment on January 16, 2015. The Workforce Services Division received 61 comments during the draft comment period. These comments resulted in substantive changes to the directive which can be viewed as highlighted text. The highlighted text will remain on the Internet for 30 days from the issuance date. A summary of the comments is provided as Attachment 3. Retain this directive until further notice.

BACKGROUND

The WIOA Sections 106 and 107 provide the criteria for the initial designation of local areas and initial certification of local boards. Specifically, the WIOA Section 106 requires the Governor to designate local areas within the state, while Section 107 requires the Governor to certify one local board for each local area in the state. The California Workforce Investment Board (State Board) and the Employment Development Department (EDD), acting under the authority of the Governor, have established policies and procedures within this directive for the initial designation of local areas and the initial certification of local boards. These policies are intended to provide maximum flexibility to local areas so they may have sufficient time to prepare for and fully comply with the new WIOA requirements for subsequent local area designation and local board recertification.

POLICY AND PROCEDURES

Initial Local Area Designation

As stated in WIOA Section 106, the Governor shall approve a request made for initial designation by any local area if the area did the following during PYs 2012-13 and 2013-14:

- Was designated as a local area under WIA
- Performed successfully
- Sustained fiscal integrity

Initial designation is effective July 1, 2015, through June 30, 2017. Local areas must apply for initial designation using the process included in this directive. Local areas that would like to modify their current geographical boundaries are eligible to apply under their new structure.

Subsequent designation will be effective July 1, 2017. Local areas should be planning and preparing to meet the WIOA requirements for subsequent designation (i.e., perform successfully, sustain fiscal integrity, and in the case of a local area in a planning region, meet the regional planning requirements in WIOA Section 106[c][1]) during the initial designation period. Additionally, local areas should be preparing to meet the new Office of Management and Budget (OMB) and Department of Labor Uniform Guidance in 2 CFR 200 and 2 CFR 2900, which applies to new awards and additional funding (funding increments) to existing awards made after December 26, 2014 (i.e., the youth allocations beginning April 1, 2015, and all subsequent allocations).

Local areas will be expected to develop new services, enter new collaborative partnerships, and/or create innovative workforce development strategies in alignment with WIOA during the initial designation period. The EDD and the State Board will provide technical assistance and guidance to local boards implementing WIOA activities and assess the extent to which local boards are designing a better system for customers. The assessment of local performance goals during the initial designation period will consider the extent to which local boards implement WIOA, and the potential impact on customer outcomes. During local area performance negotiations, the State Board will work with local boards who undertake activities that result in new services, partnerships, and/or service redesign or other WIOA transitional activities to ensure that local areas have the opportunity to set goals that enable them to perform successfully.

Definitions

Performed Successfully - a local area has achieved at least 80 percent of their local performance goal on each performance measure for PYs 2012-13 and 2013-14. (WIOA Section 106[e][1]).

The state has provided the following flexibility to the definition of performed successfully, for purposes of initial local area designation only. This flexibility is in

alignment with WIA Directive WIA06-10 and the local board recertification criteria in Workforce Services Directive WSD12-14.

A local area is still eligible for initial designation if it achieved at least 80 percent of its local performance goal on seven or more of the performance measures during either PY 2012-13 or PY 2013-14. To remain eligible, the local area must attach a Corrective Action and Technical Assistance Plan (as required in WIA Directive WIA06-10) to its initial local area designation and initial local board certification application.

A local area is ineligible for initial designation if it did not achieve at least 80 percent of its local performance goal on two or more performance measures during both PY 2012-13 and 2013-14.

Sustained fiscal integrity – the local area has not been found in violation of one or more of the following during PYs 2012-13 or 2013-14:

- Final determination of significant finding(s) from audits, evaluations, or other reviews conducted by state or local governmental agencies or the Department of Labor identifying issues of fiscal integrity or misexpended funds due to the willful disregard or failure to comply with any WIA requirement, such as failure to grant priority of service or verify participant eligibility.
- Gross Negligence - defined as a conscious and voluntary disregard for the need to use reasonable care, which is likely to cause foreseeable grave injury or harm to persons, property, or both.
- Failure to observe accepted standards of administration. Local areas must have adhered to the applicable uniform administrative requirements set forth in Title 29 CFR Parts 95 and 97, appropriate Office of Management and Budget circulars or rules, WIA regulations, and state guidance. Highlights of these responsibilities include the following:
 - Timely reporting of WIA participant and expenditure data
 - Timely completion and submission of the required annual single audit
 - ***Have not been placed on cash hold for longer than 30 days***

(In alignment with WIOA Section 106[e][2])

Existing Local Area – A local area that was designated as a local area under WIA.

Modified Local Area – A local area that is considering local area modification as part of its initial designation application. Examples include the following: two areas proposing to merge into a new combined single local area, various local areas that will be combined in a new single local area, or a local area that will be expanded to include part or parts of another current local area.

Initial Local Area Designation Application Process

The local Chief Elected Official (CEO) must follow the applicable process included below in order to request initial designation:

- Existing Local Areas
Complete the Existing Local Area - Application for Initial Local Area Designation and Initial Local Board Certification Program Year 2015-16 (Attachment 1).
- Modified Local Areas
For local areas that are requesting local area modification as part of their initial designation, complete the Modified Local Area - Application for Initial Local Area Designation and Initial Local Board Certification Program Year 2015-16 (Attachment 2).

The local CEO must submit the completed application to the State Board no later than 5:00 p.m., March 31, 2015, by one of the following methods:

Mail		California Workforce Investment Board P.O. Box 826880 Sacramento, CA 94280-0001
Courier		California Workforce Investment Board 800 Capitol Mall, Suite 1022 Sacramento CA 95814
Hand Deliver		California Workforce Investment Board 800 Capitol Mall, Suite 1022 Sacramento CA 95814

Note the following: Some local areas may be unable to obtain local approval by the submission deadline (e.g., due to the scheduling of their respective board meetings). If so, the local area may submit an unsigned copy of the application with an explanation for the absent signature(s) and the date by which the signed original will be sent. The signed application must be submitted to the State Board by June 30, 2015. Failure to meet this deadline will result in the local area not receiving full initial designation status until a signed application is received.

Assessment of the Application

The State Board, in coordination with EDD, will verify the information provided in the application once a completed application is received. The State Board will consider all information provided, and determine whether to recommend approval or denial of the application at its spring 2015 meeting.

The local CEO will be notified in writing by May 10, 2015, regarding the approval or denial of its initial designation application. If approved, the initial designation will be

effective July 1, 2015, through June 30, 2017. If denied, the local CEO may contest the decision using the appeal process below.

Appeal Process for Initial Designation

A unit of local government (or combination of units) which has requested and been denied initial designation as a local area under WIOA may appeal the denial to the State Board, in accordance with WIOA Section 106.

An entity which has been denied initial designation may appeal the decision and request a hearing. An appeal and request for hearing must be mailed to the State Board within 20 calendar days from the mailing date of the notice of denial of initial designation. The appeal must (1) be in writing and state the grounds for the appeal, and (2) state the reasons why the appellant should be initially designated.

The State Board will contact the appellant to schedule a hearing date within five calendar days of the receipt of the appeal. The State Board will conduct the appeal hearing process and provide a written decision to the appellant no later than five calendar days after the hearing.

Appeal of State Board Decision

A unit or combination of units of general government whose appeal has not resulted in designation as a local area may also appeal the denial to the Department of Labor. (WIOA Section[b][5])

Initial Local Board Certification

The WIOA Section 107 requires the Governor to certify one local board for each local area in the state. Local boards will be initially certified as follows, in order to provide local areas an opportunity to restructure their local boards in accordance with WIOA requirements:

- Local Boards within Existing Local Areas
Complete the Existing Local Area - Application for Initial Local Area Designation and Initial Local Board Certification Program Year 2015-16 (Attachment 1). Note that this application is used for both initial local area designation and initial local board certification.
The existing local board will be automatically initially certified through PY 2015-16 upon approval of initial designation of a local area.
- Local Boards for Local Areas requesting designation as new, modified, Local Areas
Complete the Modified Local Area - Application for Initial Local Area Designation and Initial Local Board Certification Program Year 2015-16 (Attachment 2). Note that this application is used for both initial local area designation and initial local board certification.

The local CEO will be notified in writing by May 10, 2015, regarding the approval or denial of its initial local board certification.

Initial local board certification will be effective July 1, 2015, through June 30, 2016.

Local board recertification will be effective July 1, 2016. Therefore, local boards will be expected to complete all necessary tasks to meet the local board recertification requirements during the initial certification period. These recertification requirements will include the recertification criteria under WIOA (i.e., meet WIOA local board membership requirements, meet or exceed performance requirements, and sustain fiscal integrity), and an assessment of the local board's progress on key WIOA implementation tasks (e.g., new youth service requirements, procurement of one-stop operators unless granted an exemption under WIOA Section 107(g)(2)). The assessment of local performance goals during the certification period will consider the extent to which local boards implement WIOA, and the potential impact on local performance levels.

ACTION

Please bring this directive to the attention of the local CEO, local board, and other relevant parties.

INQUIRIES

Contact your assigned Regional Advisor if you have questions concerning this directive.

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

Attachments are available on the Internet:

1. Existing Local Area - Application for Initial Local Area Designation and Initial Local Board Certification Program Year 2015-16
2. Modified Local Area - Application for Initial Local Area Designation and Initial Local Board Certification Program Year 2015-16
3. Summary of Comments

Existing Local Area

**Application for Initial Local Area Designation
Program Years 2015-17
and
Initial Local Board Certification
Program Year 2015-16**

Local Workforce Investment Area

Los Angeles City

Existing Local Area
Application for Initial Local Area Designation
and Initial Local Board Certification

This application will serve as your request for Local Workforce Development Area (local area) initial designation for Program Years (PYs) 2015-17 and Local Workforce Development Board (local board) initial certification for PY 2015-16 under the Workforce Innovation and Opportunity Act (WIOA).

If the California Workforce Investment Board determines the application is incomplete, it will either be returned or held until the necessary documentation is submitted. Please contact your Regional Advisor for technical assistance or questions related to completing and submitting this application.

Los Angeles City

Name of Local Area

1200 W 7th Street, 6th Floor

Mailing Address

Los Angeles, CA 90017

City, State ZIP

March 20, 2015

Date of Submission

Jaime H. Pacheco Orozco

Contact Person

(213) 744-7124

Contact Person's Phone Number

Local Area Levels of Performance

Instructions: Enter your local area's negotiated levels of performance and actual levels of performance for PYs 2012-13 and 2013-14.

Performance Table				
Name of Local Area: <u>Los Angeles City</u>				
Common Measure	Negotiated PY 2012-13	Actual PY 2012-13	Negotiated PY 2013-14	Actual PY 2013-14
Adult				
Entered Employment Rate	75%	88.4%	77%	84.5%
Employment Retention Rate	76.5%	84.4%	79%	85.2%
Average Earnings	\$11,100	\$12,886	\$12,500	\$14,420
Dislocated Worker				
Entered Employment Rate	74%	89.4%	79%	85.2%
Employment Retention Rate	82%	86.8%	84%	86%
Average Earnings	\$14,400	\$15,215	\$15,000	\$16,718
Youth (ages 14-21)*				
Placement in Employment or Education	72%	93%	72%	65.5%
Attainment of a Degree or Certificate	60%	72.4%	60%	59.3%
Literacy and Numeracy Gains	54%	52.7%	60.5%	59.8%

*Note: For PY 2012-13, each local area's youth performance goals were the same as the State level goals.

Local Board Membership

Current Local Board Membership

Provide a list of individuals currently appointed to the local board and their respective membership category (e.g., business, local education entity, labor organization, community based organization, etc.) in the following chart (Workforce Investment Act [WIA] Section 117).

Or, attach a roster of the current local board which identifies each member's respective membership category.

Name	Title	Membership Category
Zeth Ajemian	Director Workforce Planning, Kaiser Permanente	Business
Raul Anaya	President, Bank of America	Business
Donna Brashear	Executive Director, LAUSD	Local Education - Title II Adult Education
Felicito (Chito) Cajayon	Vice Chancellor, LACCD	Local Education
Rushmore Cervantes	General Manager, City of Los Angeles Housing and Community Investment Department	Government, HUD Programs, Community Development
David Crippens	Consultant	Business
Ahmed Enany	President, CEO, So CA Biomed	Business
David Flaks	COO, LAEDC	Economic Development/Business Assoc.
Thomas Flournoy	Division Chief, EDD	Wagner-Peyser, TAA
Marco Frausto	President, Iron Workers AFL CIO	Labor Organization
Anthony Hassan	Director, Center for Innovation and Research on Veterans & Military Families	Local Education
Joseph Herrera	Vice President of Human Resources, AEG	Business
Harvey Hill	Director of Human Resources, United Parcel Service	Business
Jacquelyn Honore	Director, LA Job Corps	Job Corps
Steve Jaffe	Executive Officer, MTA	Business
Mark Jurisic	Board Member, ILWU	Labor Organization
Art Lopez	CEO, North American Security	Business
Ruth Lopez Novodor	CEO, Beverly Oncology & Imaging	Business
Luther B. Medina	President, Business Manager, SMWIA Local 105	Labor Organization
Jackie Mizell-Burt	Regional Administrator, GAIN	TANF

Juana Mora	Assistant to the Provost on Hispanic Serving Institutions and Diversity Initiatives	Local Education – CA State University Northridge
Mary Rose Ortega	Retired, Board of Directors California Teachers Assoc.	Labor Organization
Patricia Perez	Partner, VPE Public Relations	Business
Hector Perez-Pacheco	President and Chief Executive Officer, Perez-Pacheco Consulting	Business
Jan Perry	General Manager, City of Los Angeles Economic and Workforce Development Department	Government, Economic and Community Development
Kenn Phillips	President and CEO, Valley Economic Alliance	Economic Development/Business Assoc.
Jonathan Port	CEO, PermaCity Solar	Business
Krishna Prasad	Chief Solutions Officer, UST Global	Business
Sergio Rascon	Business Manager, Laborers LIUNA – Local 300	Labor Organization
David Rattray	Senior Vice President, Education & Workforce Development, Los Angeles Area Chamber of Commerce	Business
T Santora	President, CWA Local 9003	Labor Organization
William (Will) Scoles	District Administrator, Department of Rehabilitation	Rehabilitation Act Programs
Carmel Sella	Vice Present, Community Development Group, Wells Fargo	Business
Paula Starr	Executive Director, Southern California Indian Center	Native American Programs
Cassie Thomas	Vice President Human Resources, CBS Corporation	Business
Laura Trejo	General Manager, City of Los Angeles Department of Aging	Government, Older Workers
Charles Woo	CEO, Mega Toys	Business

Plan for WIOA Local Board Compliance

Identify the actions the local chief elected official (CEO) will take in order to ensure WIOA local board membership compliance by June 30, 2016.

The Los Angeles County Economic Development Corporation (LAEDC) was recently commissioned by the current City of Los Angeles Workforce Investment Board to conduct a study of the Metropolitan Los Angeles economy, which will identify industry

sectors with the greatest potential for creating jobs paying living wages that have career ladders leading to living wages. The study will be the basis for expanding demand-driven workforce development initiatives that create career opportunities for low-wage workers, new entrants to the labor market, and dislocated workers.

The Mayor and City Council of Los Angeles (Chief Elected Officials) will also use the study to identify potential private sector/employer and labor candidates for appointment to the local board. Moreover, nominations for appointments to the local board will be solicited from business associations, labor federations, educational institutions, and community-based organizations.

The composition of the local board will be in full compliance by June 30, 2016.

Sustained Fiscal Integrity

The local area hereby certifies that it has not been found in violation of one or more of the following during PYs 2012-13 or 2013-14:

- **Final determination of significant finding(s)** from audits, evaluations, or other reviews conducted by State or local governmental agencies or the Department of Labor identifying issues of fiscal integrity or misexpended funds due to the willful disregard or failure to comply with any WIA requirement, such as failure to grant priority of service or verify participant eligibility; or
- **Gross negligence** - defined as a conscious and voluntary disregard of the need to use reasonable care, which is likely to cause foreseeable grave injury or harm to persons, property, or both; or
- **Failure to observe accepted standards of administration.** Local areas must have adhered to the applicable uniform administrative requirements set forth in Title 29 Code of Federal Regulations (CFR) Parts 95 and 97, appropriate Office of Management and Budget circulars or rules, WIA regulations, and State guidance.

Highlights of these responsibilities include:

- Timely reporting of WIA participant and expenditure data
- Timely completion and submission of the required annual single audit
- ***Have not been placed on cash hold for longer than 30 days***

(In alignment with WIOA Section 106[e][2])

Local Area Assurances

Through PY 2016-17, the local area assures that:

- A. It will comply with the applicable uniform administrative requirements, cost principles, and audit requirements included in the appropriate circulars or rules of the Office of Management and Budget (WIOA Section 184[a][2] and [3]).

Highlights of this assurance include:

- The local area's procurement procedures will avoid acquisition of unnecessary or duplicative items, software, and subscriptions (in alignment with Title 2 CFR Section 200.318).
- The local area will maintain and provide accounting and program records, including supporting source documentation, to auditors at all levels, as permitted by law (Title 2 CFR Section 200.508).

Note that failure to comply with the audit requirements specified in Title 2 CFR Part 200 Subpart F will subject the local area to potential cash hold (Title 2 CFR Section 200.338).

- B. All financial reporting will be done in compliance with federal and State regulations and guidance.

Highlights of this assurance include:

- Reporting will be done in compliance with Workforce Services Directive WSD12-3, Quarterly and Monthly Financial Reporting Requirements.
- All close out reports will comply with the policies and procedures listed in Workforce Services Directive WSD09-12, WIA Closeout Handbook.

Note that failure to comply with financial reporting requirements will subject the local area to potential cash hold. (Title 2 CFR Section 200.338)

- C. Funds will be spent in accordance with federal and State laws, regulations, and guidance.

Highlights of this assurance include:

- The local area will meet the requirements of State Senate Bill 734, to spend a minimum of 25 percent of combined total of adult and dislocated worker formula fund allocations on training services (*California Unemployment Insurance Code* Section, 14211).
- The local area will not use funds to assist, promote, or deter union organizing (WIOA Section 181[b][7]).

- D. The local board will select the America's Job Center of CaliforniaSM (AJCC) Operator(s), with the agreement of the local CEO, through a competitive process such as a Request for Proposal (RFP), unless granted a waiver by the state (WIOA Section 121[d][2][A] and 107[g][2]).
- E. The local board will collect, enter, and maintain data related to participant enrollment, activities, and performance necessary to meet all CalJOBSSM reporting requirements and deadlines.
- F. The local board will comply with the nondiscrimination provisions of WIOA Section 188, including the collection of necessary data.
- G. It will comply with State Board policies and guidelines, legislative mandates and/or other special provisions as may be required under federal law or policy, including the WIOA or state legislation.
- H. Priority shall be given to veterans, recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient for receipt of career and training services funded by WIOA Adult funding (WIOA Section 134[c][3][E] and *Training and Employment Guidance Letter 10-09*).

Application Signature Page

Instructions: The local CEO and local board chair must sign and date this form. Include the original signatures in the application package.

By signing the application below, the local CEO and local board chair request initial designation of the existing local area and initial certification of the existing local board. They certify that the local area has performed successfully and sustained fiscal integrity during PYs 2012-13 and 2013-14. Additionally, they agree to abide by the local area assurances included in this application.

Local Workforce Investment Board Chair

Local Chief Elected Official

Signature

Signature

Charles Woo

Eric Garcetti

Name

Name

Chair, City of Los Angeles WIB

Mayor, City of Los Angeles

Title

Title

Date

Date