

**DIRECTIVE**  
**WORKFORCE SERVICES**

Number: WSD10-16

Date: June 7, 2011

69:112:ab:14743

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: HIGH CONCENTRATION OF ELIGIBLE YOUTH ADDITIONAL ASSISTANCE—PY 2010-11

**EXECUTIVE SUMMARY:**

**Purpose:**

The purpose of this directive is to publish the California Workforce Investment Board's (State Board) current policy and procedures for Local Workforce Investment Areas (local area) that are eligible to apply for a High Concentration of Eligible Youth award for Program Year (PY) 2010-11.

**Scope:**

This directive applies to all local areas eligible to receive additional funding.

**Effective Date:**

This directive is effective upon release.

**REFERENCES:**

- Workforce Investment Act (WIA) Sections 101(13), (25), and 129(b)(2)(C)
- Title 20 Code of Federal Regulations (CFR) Section 664.200

**STATE-IMPOSED REQUIREMENTS:**

This directive contains only State-imposed requirements.

**FILING INSTRUCTIONS:**

This directive supersedes Workforce Services Directive WSD09-5, dated December 29, 2009, and finalizes Workforce Services Draft Directive WSDD-55, issued for comment on May 18, 2011. The Workforce Services Division received five comments during the draft comment period. This resulted in one substantive change to the directive which is 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 4. Retain this directive until further notice.

**BACKGROUND:**

Section 129(b)(2)(C) of WIA requires states to provide additional assistance to local areas that have high concentrations of eligible youth. The State is providing WIA 15

*EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Special requests for services, aids, and/or special formats need to be made by calling (916) 654-8055 (Voice). TTY users, please call the California Relay Service at 711.*

percent funding to assist local areas in increasing the number of eligible youth receiving WIA services. This directive outlines the State Board's policy for disseminating the high concentration of eligible youth funds.

The WIA Section 129(c) specifies the activities that must be carried out using WIA 15 Percent High Concentration of Eligible Youth funds. These activities include assessment of the academic level, skill level, and service needs, including a review of basic skill deficiencies and supportive service needs. Additionally, remedial activities to address basic skill deficiencies, which include language barriers, may be a part of the service strategy for youth. The State Board is also interested in any efforts the local areas may implement to increase the digital literacy of eligible youth being served by this grant.

**POLICY AND PROCEDURES:**

The following criteria were developed and approved by the State Board for an application process to distribute funds to the local areas having the highest concentration of WIA eligible youth:

1. Local areas having a high concentration of WIA eligible youth rate above the State average of 18.8 percent are eligible to submit a request for funding. Twenty-four local areas meet this requirement. Attachment 1 is the High Concentration list for all local areas based on 2010 American Community Survey (Census) data.

As revised, local area concentrations reflect "eligible youth" as defined in WIA Sections 101[13(A) – (C)] and Section 101(25)(B). The estimates were developed using micro data from the Census' most recent 5-year data file.

2. Local areas must select one priority area of focus from the following list:
  - Foster Youth
  - Youth Offender
  - Youth with Disability
  - Migrant and Seasonal Farm Worker Youth
  - Youth of Incarcerated Parents
  - Indian and Native American Youth
3. The total amount of funding available for award is \$500,000. There will be a maximum of five grants awarded under this solicitation.
4. A local area's application must match the requested amount using a match of one dollar of non-WIA funds for each three dollars of high concentration grant funds. In-kind contributions may not be used to satisfy the match requirement.
5. The local area must develop a plan and budget to reflect a projected increase in the number of WIA eligible youth to be served and the specific services to be provided as described in the WIA Section 129(c).
6. The local area must meet the WIA expenditure requirement of 30 percent of its WIA Youth regular formula allocation used to provide services to out-of-school youth. Additionally, local areas must meet or exceed their performance goals for at least two out of three common performance measures for PY 2009-10 (see Attachment 2).

# ~ INACTIVE 5/23/13 ~

7. Local areas must have fully expended their PY 2009-10 youth funds by December 31, 2010.
8. The High Concentration proposal may not be used to supplement or leverage funds from any other 15 percent project.

To apply for funding, the local area must submit the following information:

1. A description of the proposed area of focus and activities or services that will be used to address the documented unmet need within the geographical area served. The application must reflect a projected increase in the number of WIA eligible youth to be served and the services to be provided as described in WIA Section 129(c).
2. An outline of the proposed outcomes and the increase in the number of youth to be served in PY 2011-12.
3. A timeline for completing activities and project outcomes. Timelines should cover the contract period of June 1, 2011, through May 31, 2012.
4. A budget detail and budget summary (see Attachment 3). Include all associated costs for this project/service. Ensure that the matching funds requirement is clearly outlined in the budget detail.

## **ACTION:**

Bring this directive to the attention of appropriate staff. The application must be received by 4:30 p.m. Pacific Time on **June 13, 2011**. Applications will not be accepted via fax.

Please mail or deliver application to:

California Workforce Investment Board  
ATTN: High Concentration of Eligible Youth  
777 12<sup>th</sup> Street, Ste 200  
Sacramento, CA 95814

Requests for exceptions to these conditions will not be considered.

## **INQUIRIES:**

If you have any questions, please contact John Williams at (916) 324-3038.

/S/ MICHAEL EVASHENK, Chief  
Workforce Services Division

Attachments

Poverty Rates by Local Workforce Investment Area and California

Local Area	High Concentration of Youth in Poverty among Persons 14-21 years
Yolo	36.8%
San Luis Obispo	31.4%
San Bernardino City	30.2%
Humboldt	29.9%
Imperial	28.1%
Oakland City	27.2%
Los Angeles City	27.0%
Fresno	26.6%
Tulare	25.8%
Santa Barbara	24.9%
NoRTEC	24.8%
Santa Cruz	24.4%
Pacific Gateway	24.2%
Kern, Inyo, Mono	24.1%
Mendocino	23.7%
Merced	22.9%
NCC	22.9%
Richmond City	22.7%
Madera	22.3%
San Francisco	21.4%
San Joaquin	20.4%
Kings	21.6%
San Diego	19.0%
Sacramento	18.9%
<b>Statewide</b>	<b>18.8%</b>
Santa Ana City	18.6%
Stanislaus	18.1%
San Benito	17.6%
Monterey	17.4%
Foothill	17.4%
Los Angeles	16.8%
South Bay	15.7%
Riverside	15.6%
Anaheim City	15.3%
San Bernardino	15.1%
Alameda County	14.8%
San Jose - Silicon Valley	14.4%
Mother Lode	14.3%
Verdugo	14.2%
Orange	13.3%
Sonoma	12.9%
SELACO	12.2%
Ventura	12.1%
Napa	11.8%
Contra Costa	11.8%
NOVA	11.6%
Solano	10.9%
Golden Sierra	10.1%
San Mateo	10.0%
Marin	9.0%

**Statewide and LWIA Performance Goals**

<b>STATEWIDE and LWIA PERFORMANCE GOALS COMMON MEASURE</b>	<b>PY 2009-10</b>	
	STATE	LWIA
PLACEMENT IN EMPLOYMENT OR EDUCATION	69%	69%
ATTAINMENT OF DEGREE OR CERTIFICATE	65%	65%
LITERACY AND NUMERACY GAINS	40%	40%

**Sample Budget Summary**

<b>Applicant Name:</b>		
<b>Special Project Title:</b>		
Term: April 1, 2011 through March 31, 2012		
<b>I. Budget Detail</b>		<b>Planned Expenditures</b>
A. Staff Salaries		
B. Number of full-time equivalents		
C. Staff Benefits		
D. Staff Benefit Rate (percent)	%	
E. Staff Travel		
F. Operating Expenses (communications, facilities, utilities, maintenance, consumable supplies, etc.)		
G. Equipment (not permitted)		
H. Contractual Services (attach specifications)		
I. Indirect Costs		
J. Indirect Cost Rate (percent)*	%	
*Name of Cognizant Agency:		
K. Other (describe):		
L. Match (describe):		
<b>II. Quarterly Expenditure Plan</b>		<b>Cumulative Expenditures</b>
A. 06/2011		
B. 09/2011		
C. 12/2011		
D. 03/2012		

**Summary of Comments**  
**Draft Directive “High Concentration of Eligible Youth Additional Assistance**  
**PY 2010-11”**

There were 5 commenters to the draft version of this directive.

Commenter #1 inquired whether Local Workforce Investment Areas (local area) are required to achieve 80 or 100 percent of their performance goal in at least two out of the three common measures.

Resolution: Local areas are required to attain 100 percent of their goal in two of the common measures. This eligibility criterion ensures that grants are made to those local areas that have demonstrated their ability, through performance, to provide high quality, high performing programs that serve eligible youth.

Commenter #2 asked whether local areas are required to spend at least 30 percent of the high concentration grant funds on out-of-school youth.

Resolution: The WIA does require that at least 30 percent of a local area’s Youth “formula” allocation be used to provide services to out-of-school youth. However, awards made under this high concentration grant application are funded with Governor’s 15 percent discretionary money and therefore, are not subject to this expenditure requirement.

Commenter #3 asked whether the match in funding (i.e., one dollar of non-WIA funds for each three dollars of high concentration grant funds) must be made using cash since in kind contributions cannot be used.

Resolution: A local area’s application must match the requested amount using one dollar of non-WIA funds for each three dollars of high concentration grant funds. In-kind contributions may not be used to satisfy the match requirement. Matches must be in cash, although actual cash transfers do not have to occur. For example, if an entity administers a WIA program and a non-WIA program, the entity could charge the appropriate percent of expenditure (75 percent WIA funds matched with 25 percent non-WIA funds) to each program without actually transferring funds. This would be acceptable as long as the cash match is included in the budget sheet, expended in the appropriate category(s) and reported accordingly.

Commenter #4 inquired whether the outcomes of individuals receiving grant funds are included in common measures.

Resolution: The outcomes achieved through this grant are not included in the WIA common measures. These grants are considered special projects. As such, the performance outcomes are negotiated for each grant award and monitored to ensure those goals are achieved.

Commenter #5 asked if it would be possible for the application due date to be extended.

Resolution: The due date has been extended to 4:30 p.m. Pacific Time on June 13, 2011. The due date cannot be further extended because of the need to encumber the funds prior to the end of the current state fiscal year. The delay in advertising this grant opportunity was due to the late release of data from the United States Census Bureau which was used to calculate the local areas that have a high concentration of youth in poverty.