

Existing Local Area

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

Local Workforce Investment Area

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

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.

Name of Local Area

Mailing Address

City, State ZIP

Date of Submission

Contact Person

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: _____				
Common Measure	Negotiated PY 2012-13	Actual PY 2012-13	Negotiated PY 2013-14	Actual PY 2013-14
Adult				
Entered Employment Rate				
Employment Retention Rate				
Average Earnings				
Dislocated Worker				
Entered Employment Rate				
Employment Retention Rate				
Average Earnings				
Youth (ages 14-21)*				
Placement in Employment or Education	72%			
Attainment of a Degree or Certificate	60%			
Literacy and Numeracy Gains	54%			

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

Sustained Fiscal Integrity

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

- (1) **final determination 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
- (2) **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
- (3) **failure to observe accepted standards of administration.** Local areas must adhere to the uniform administrative requirements set forth in Title 2 CFR Part 200, and Title 29 CFR Parts 95 and 97. ***Local areas must have fully met their federally mandated responsibilities for the two previous program years including timely reporting of WIA participant and expenditure data, timely completion and submission of the required annual single audit, and 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 2015-16, the local area assures that:

- A. It will comply with the applicable uniform cost principles included in the appropriate circulars or rules of the Office of Management and Budget (OMB). [WIOA Section 184(a)(3)]
- B. All financial reporting will be done in compliance with federal and State regulations, and guidance (i.e., directives and information notices) issued by the Employment Development Department, including Workforce Services Directive, WSD12-3. Failure to comply with financial reporting requirements will be subject to potential cash hold. [29 Code of Federal Regulations (CFR) 97.21(g)]
- C. It will meet the requirements of State Senate Bill 734, to spend a minimum of 30 percent of combined total of adult and dislocated worker formula fund allocations on training services, beginning with PY 2015-16 funding.
- D. All close out reports will comply with the policies and procedures listed in the Workforce Services Directive, WSD09-12, and the Closeout Handbook.
- E. It will comply with the audit requirements specified in Title 2 CFR Subtitle A Chapter II Part 200 Subpart F. Failure to comply may result in sanctions imposed by the State.
- F. It will maintain and provide to auditors, at all levels, accounting and program records including supporting source documentation.
- G. No funds received under WIOA will be used to assist, promote, or deter union organizing. [WIOA Section 181(b)(7)]
- H. The local board will comply with the nondiscrimination provisions of WIOA Section 188, including the collection of necessary data.
- I. 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.
- J. Funds will be spent in accordance with written Department of Labor guidance, and other applicable federal and State laws and regulations.
- K. Its procurement procedures will avoid acquisition of unnecessary or duplicative items, software, and subscriptions. (in alignment with 2 CFR Part 200.318)
- L. It will comply with future 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.

- M. 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]
- N. Its America's Job Centers of California (AJCCs) will recognize and comply with applicable labor agreements affecting represented employees located in the Centers. This shall include the right to access by State labor organization representatives pursuant to the Ralph Dills Act. [Chapter 10.3 (commencing with Section 3512) of Division 4, of Title 1 of the Government Code]
- O. State employees who are located at the AJCCs shall remain under the supervision of their employing department for the purposes of performance evaluations and other matters concerning civil service rights and responsibilities. State employees performing services at AJCCs shall retain existing civil service and collective bargaining protections on matters relating to employment, including but not limited to: hiring, promotion, discipline, and grievance procedures.
- P. When work-related issues arise at AJCCs between State employees and operators or supervisors of other partners, the operator or other supervisor shall refer such issues to the State employee's civil service supervisor. The AJCC operators and partners shall cooperate in the investigation of the following matters: discrimination under the California Fair Employment and Housing Act [Part 2.8 (commencing with Section 12900) of Division 3, of Title 2 of the Government Code], threats and/or violence concerning State employees, and State employee misconduct.
- Q. The local board will select the AJCC Operator(s), with the agreement of the local chief elected official (CEO), through a competitive process such as a Request for Proposal (RFP).
- R. If it is located within a planning region, it will meet the regional planning requirements in WIOA Section 106(c)(1).

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

Name

Name

Title

Title

Date

Date