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PRIDE Industries

YVETTE ELAM
United Domestic Workers of America

GOLDEN SIERRA WORKFORCE BOARD EXECUTIVE COMMITTEE SPECIAL MEETING AGENDA

Thursday, September 20, 2018 –12:00 PM

**North State BIA
Conference Room
1536 Eureka Rd
Roseville, CA 95661**

Mission: The Golden Sierra Workforce Board convenes industry leaders and key partners to identify workforce initiatives, create innovative solutions and measure the success of systems' ability to meet industry and workforce needs.

- | | | |
|------|---|-----|
| I. | <u>ROLL CALL AND INTRODUCTION OF GUESTS</u> | |
| II. | <u>APPROVAL OF AGENDA</u> | 1 |
| III. | <u>PUBLIC COMMENT – FOR ITEMS ON THE AGENDA</u> | |
| IV. | <u>2018-2019 WIOA TITLE I FINAL BUDGET</u> | 2-9 |
| V. | <u>ADJOURNMENT</u> | |

EQUAL OPPORTUNITY

Golden Sierra is an equal opportunity employer/program. Auxiliary aids and services are available upon request. Special requests for services, aids and/or special formats need to be made by calling (916)-773-8540 (Voice). TTY users please call the California Relay Service at 711.

**GOLDEN SIERRA
WORKFORCE BOARD
EXECUTIVE COMMITTEE**

MEMORANDUM

DATE: September 20, 2018
TO: Executive Committee (EC)
FROM: Jason Buckingham, GSJTA Executive Director
SUBJ: 2018-2019 WIOA Title I Final Budget

Before the Board for review is the WIOA Title I Fiscal Year 2018-2019 Final Budget. The WIOA Title I budget is a part of Workforce Board responsibilities as per WIOA. The Act requires the Board to develop a program budget in partnership with the Governing Body. The Action requested is to make a recommendation to the Governing Body to approve the WIOA Title I final budget for 2018-2019. The budget has been developed with a focus on the WIOA Local Workforce System requirements. See the budget narrative for additional details.

Budget Introduction and Overview

Golden Sierra Job Training Agency is a Joint Powers Authority (JPA) organized between the counties of Placer, El Dorado and Alpine. The Agency's primary purpose is to administer the JPA's Title 1 award from the *Workforce Innovation and Opportunity Act (WIOA)*. Additionally, the Agency administers miscellaneous grants and awards that complement the WIOA Title 1 objectives and stated purpose of the JPA.

Approach in Developing the Final Budget for Fiscal Year 2018/2019

The model used to develop the Consortium's annual budget is the Priority Based Budget model. The goal is to develop a budget based on the relationship between program funding levels and expected results from that program. The objectives are to retain cost-efficient and effective ways to meet the requirements of the *Workforce Innovation and Opportunity Act (WIOA)* while providing quality services to participants.

The Fiscal Year 2018/2019 Final Budget:

The primary sources of funding are the unaudited rollover funding from Sub-grant K-8106175 and the newly awarded Sub-grant K-9110009 in the form of Adult, Dislocated Worker, Youth, Rapid Response and Layoff Aversion funding. Currently, all figures in the final budget have been communicated by the Employment Development Department (EDD) via Workforce Services Information Notices (WSIN). The Agency received its allotted portions for Round 1 (July 1, 2018 release). The Round 2 (October 1, 2018 release) portion of award is anticipated to be received by the end of November 2018. The Notice of Award (NOA) from the Department of Labor to the EDD should be received in the upcoming weeks. The NOA to EDD is routinely completed once the Federal Fiscal Year budget is adopted or a Continuing Resolution is put in place.

The budget meets mandated funding requirements as follows:

25% of the Adult and Dislocated Worker funding will support *Direct Training* with a planned assumption of 5% leverage in order to meet the full requirement of 30% with a 25/5 ratio of WIOA cash/leverage.

20% of the Youth funding is earmarked to meet the *Youth Work Based Learning (WBL)* requirement as outlined in the WIOA Title I award. To clarify, *Work Based Learning* only includes a participant's enrollment in employment related training such as an On-The-Job Training (OJT) or Work Experience (WEX). It does not include classroom training. Seventy percent of the earmarked WBL funding is used to support the career services to eligible participants in the program.

The remaining cost objectives required of the Title I funding are to maintain a *Comprehensive One-Stop Center* in the *Local Area* while strategically utilizing financial resources to meet obligations of the JPA and while both leading and participating in the continued development of both local and regional *Workforce Systems*.

Allocation Funding Changes

Over the past two fiscal years the Agency has scheduled the use of 50% of funding from the new allocation for the combined support of Administration, Program Operations & the Consortium's Comprehensive One-Stop. For 2018/2019 increased pension costs and the reduction of allocation funding has forced an increase in this percentage despite our reducing Administrative staffing costs by eliminating vacant positions.

Approved By:
Executive Committee:
Workforce Board:
Governing Body

<i>Description of Schedules</i>		
<u>Schedule 1</u>	<u>Consortium Sources and Uses</u>	Schedule is based on unaudited rollover funding, carry over, and new awards. Expenditures have been adjusted based on anticipated cost increases, WIOA spending requirements, and pension funding requirements.
<u>Schedule 2</u>	<u>Consortium Cost Center Detail</u>	
	Consortium Administration:	Includes fiscal management, procurement, and human resource functions.
	Consortium Program Operations:	Includes program oversight and technical assistance to member counties. Staff and consultants have expertise in ADA/EO compliance, program monitoring, WIOA continual refinement, and database management.
	Consortium Rapid Response and Layoff Aversion:	Includes activities related to business outreach, workshop facilitation, and labor exchange. Staff have expertise in helping affected employees return to work as quickly as possible following a layoff and developing early-warning systems to prevent layoffs altogether.
	Consortium Comprehensive One-Stop:	Includes the physical location and related operating expenses of the required job center that offers universal access and comprehensive employment-related programs and services.
	El Dorado County Career and Training Services:	Includes unaudited PY 17/18 carry-in funds to be administered by El Dorado County HHS and planned PY 18/19 WIOA funding to be administered by the Agency.
	Placer County Career and Training Services:	Includes unaudited PY 17/18 carry-in funds and planned PY 18/19 WIOA funds to be administered by the Agency staff.
	South Lake Tahoe / Alpine County Career and Training Services:	Includes unaudited PY 17/18 carry-in funds to be administered by contracted services with <u>Advance</u> . Planned PY 18/19 WIOA funding scheduled to be awarded to Advance pending the completion of a successful monitoring. .—
	Non-Allocation Career and Training Services:	<u>Cost Centers listed here are non-routine in nature managed by the Agency:</u> <u>The Disability Employment Initiative</u> — purpose is for the Agency to provide technical assistance and maintain currency of knowledge by participating in related in trainings and EDD sponsored quarterly development meetings. <u>Disability Employment Accelerator Round Three</u> supports career services and training for participants. The newest award is <u>The Prison to Employment Grant</u> which will require Agency to function as the Capital Regions Fiscal Agent and Program Administrator.
Schedule 3	Consortium Contracted Services	Schedule provides detail for contracts administered by the Agency for newly awarded funds and re-budgeted contracts for Consortium Operations and Programmatic Career Services and Training.
Schedule 4	Consortium Allocation of Sub grant Award	Schedule is based on a funding award for the new WIOA Allocation Awards and Rapid Response and Layoff Aversion. The schedule is separated by funding based on the WIOA legislation.
Schedule 5	Consortium Leverage Requirements	Schedule provides dollar amounts required to be captured as “leverage” in order to meet the state imposed 30% Direct Training requirement for Adult and Dislocated Working funding streams.

Approved By:
Executive Committee:
Workforce Board:
Governing Body

Schedule 1
 Consortium Sources and Uses
 Final Budget FY 2018/2019
 Presented: September 2018

		<u>A</u>		<u>B</u>		<u>C</u>		<u>D</u>		<u>E</u>	<u>E/D</u>
L i n e #		Actual Expenditures and Encumbrances as of June 30th 2017	% of Total Funding	Actual Expenditures as of June 30th 2018	% of Total Funding	Consortium Fiscal Year 2018/2019 Draft Budget	% of Total Funding	Consortium Fiscal Year 2018/2019 Final Budget	% of Total Funding	Column <u>D</u> less Column <u>C</u> Change Between Fiscal Year 2018/2019 Draft to Final Budget	Percent Change from Fiscal Year 2018/2019 Budget Drft to Final
	Funding Sources:										
1	Carry-In WIOA Allocation PY 17	\$ 1,853,531		\$ 1,679,251		\$ 1,577,554		\$ 1,377,610		\$ (199,944)	-14.51%
2	Awarded WIOA Allocations PY 2018	2,252,121		1,274,036		2,608,355		2,696,307		87,952	3.26%
3	Carry-In Rapid Response Funds PY17	83,300		150,795		167,416		124,680		(42,736)	-34.28%
4	Awarded Rapid Response Funds PY18	-		142,002		187,753		342,082		154,329	45.11%
5	Carry-In Layoff Aversion Funds PY17	10,691		51,262		15,000		11,019		(3,981)	-36.13%
6	Awarded Layoff Aversion Funds PY18	-		23,879		31,474		79,766		48,292	60.54%
7	Actual Non-Allocation Awards	458,801		352,923		94,354		258,938		164,584	63.56%
8	Total Funding Sources	\$ 4,658,444		\$ 3,674,148		\$ 4,681,906		\$ 4,890,402		\$ 208,496	4.26%
	Expenditures:										
	Consortium Operations										
9	Retiree Benefits	\$ 575,787	9.46%	\$ 575,645	12.65%	\$ 537,425	11.48%	\$ 632,129	12.93%	\$ 94,704	14.98%
10	Salaries and Benefits	833,543	13.70%	935,168	20.54%	930,154	19.87%	841,661	17.21%	(88,493)	-10.51%
11	Services and Supplies	318,179	5.23%	437,552	9.61%	301,307	6.44%	492,923	10.08%	191,616	38.87%
12	Professional Services	28,200	0.46%	10,129	0.22%	\$ 46,538	0.99%	\$ 58,500	1.20%	11,962	20.45%
13	Consortium Operations Total	\$ 1,755,709	28.86%	\$ 1,958,494	43.03%	\$ 1,815,424	38.78%	\$ 2,025,213	41.41%	\$ 209,789	10.36%
	Career & Training Services										
14	Placer County	\$ 997,392	16.39%	\$ 752,821	16.54%	\$ 1,106,690	23.64%	\$ 1,128,789	23.08%	\$ 22,099	1.96%
15	El Dorado County	1,117,783	18.37%	586,180	12.88%	844,069	18.03%	552,277	11.29%	(291,792)	-52.83%
16	Alpine County	102,733	1.69%	23,730	0.52%	173,056	3.70%	200,000	4.09%	26,944	13.47%
17	Non-Allocation Awards	683,602	11.24%	352,923	7.75%	84,004	1.79%	248,588	5.08%	164,584	66.21%
18	Career & Training Services Total	\$ 2,901,510	47.69%	\$ 1,715,654	37.69%	\$ 2,207,819	47.16%	\$ 2,129,654	43.55%	\$ (78,165)	-3.67%
19	Committee Budget	\$ 1,525	0.03%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%
20	PY 17 Award Expend in Second Year	\$ 1,425,641	23.43%	\$ 877,729	19.28%	\$ 658,663	14.07%	\$ 735,535	15.04%	\$ 76,872	10.45%
21	TOTAL EXPENDITURES	\$ 6,084,385		\$ 4,551,877		\$ 4,681,906		\$ 4,890,402		\$ 208,496	4.26%
22	Net Income/(Unexpended)**	\$ (1,425,941)		\$ (877,729)		\$ -		\$ -		\$ -	
	** Funding primarily from unobligated and unspent prior year WIOA award.										

Approved by:
 Executive Committee:
 WB:
 Governing Board:

L i n e #		A Consortium Admin	B Consortium Program Operations	C Consortium Rapid Response and Layoff Aversion	D Local Area One-Stop Delivery System	E El Dorado County Career and Training Services	F Placer County Career and Training Services	G Alpine County & South Lake Tahoe Career and Training Services	H Disability Employment Initiative Round Seven	I Disability Employment Accelerator Round Three	J Prison to Employment	K Total of all Funding Sources and Expenditures
	Funding Sources:											
1	Carry-In Allocation Funds from PY 17	\$ 182,770	\$ 106,906	\$ -	\$ 54,834	\$ 240,949	\$ 692,151	\$ 100,000	\$ -	\$ -	\$ -	\$ 1,377,610
2	Awarded - PY 18 WIOA Allocations	269,632	1,024,597	-	323,557	311,328	667,193	100,000	-	-	-	2,696,307
3	Carry-In Rapid Response Funds PY17	-	-	124,680	-	-	-	-	-	-	-	124,680
4	Awarded Rapid Response Funds PY18	-	218,371	123,711	-	-	-	-	-	-	-	342,082
5	Carry-In Layoff Aversion Funds PY17	-	-	11,019	-	-	-	-	-	-	-	11,019
6	Awarded Layoff Aversion Funds PY 18	-	39,883	39,883	-	-	-	-	-	-	-	79,766
7	Actual Non-Allocation Awards	6,900	-	-	-	-	-	-	6,950	95,088	150,000	258,938
8	Total Funding Sources	\$ 459,302	\$ 1,389,757	\$ 299,293	\$ 378,391	\$ 552,277	\$ 1,359,344	\$ 200,000	\$ 6,950	\$ 95,088	\$ 150,000	\$ 4,890,402
	Expenditures:											
	Consortium Operations:											
9	Retiree Benefits	\$ -	\$ 632,129	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 632,129
10	Salaries and Benefits	278,320	177,161	219,981	166,199	-	-	-	-	-	-	841,661
11	Services and Supplies	17,736	263,845	54,312	157,030	-	-	-	-	-	-	492,923
12	Professional Services	-	-	25,000	33,500	-	-	-	-	-	-	58,500
13	Consortium Operations Total	\$ 296,056	\$ 1,073,135	\$ 299,293	\$ 356,729	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,025,213
	Career & Training Services											
	Program Year 2017/2018 WIOA/Other - Rebudget											
14	Non-Allocation Awards	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,500	\$ 95,088	\$ -	\$ 98,588
15	Placer County	-	-	-	-	-	692,151	-	-	-	-	692,151
16	El Dorado County	-	-	-	-	240,949	-	-	-	-	-	240,949
17	Alpine County	-	-	-	-	-	-	100,000	-	-	-	100,000
	Program Year 2018/2019 WIOA/Other											
18	Non-Allocation Awards	-	-	-	-	-	-	-	-	-	150,000	150,000
19	Placer County	-	-	-	-	-	436,638	-	-	-	-	436,638
20	El Dorado County	-	-	-	-	311,328	-	-	-	-	-	311,328
21	Alpine County	-	-	-	-	-	-	100,000	-	-	-	100,000
22	Career & Training Services Total	\$ -	\$ -	\$ -	\$ -	\$ 552,277	\$ 1,128,789	\$ 200,000	\$ 3,500	\$ 95,088	\$ 150,000	\$ 2,129,654
23	Committee Budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24	PY 18 Award Expend in Second Year	\$ 163,246	\$ 316,622	\$ -	\$ 21,662	\$ -	\$ 230,555	\$ -	\$ 3,450	\$ -	\$ -	\$ 735,535
25	TOTAL EXPENDITURES	\$ 459,302	\$ 1,389,757	\$ 299,293	\$ 378,391	\$ 552,277	\$ 1,359,344	\$ 200,000	\$ 6,950	\$ 95,088	\$ 150,000	\$ 4,890,402
26	Net Income/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27	Cost Center Share of Available Funding	9.39%	28.42%	6.12%	7.74%	11.29%	27.80%	4.09%	0.14%	1.94%	3.07%	100.00%

		<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>
L	<u>Agency Contracted Services</u>		Dislocated					
i		Dislocated	Worker			Rapid Response		
n								
e		Worker	Tran to Adult	Adult	Youth - Out	Layoff Aversion	Non-Allocation	TOTAL
#								
	<u>Agency Administrative Operations</u>							
	<i>Bartel & Associates</i>							
1	Other Post Employment Benefit Actuarial Services	5,000	5,000	5,000	5,000	5,884	-	25,884
	<i>VTD Vavrinek, Trine, Day & Co. Certified Public Accountants</i>							
2	Annually required Financial Audit and Single Audit Services	2,500	2,500	5,000	5,000	4,495	-	19,495
	<i>Employee Benefits Law Group</i>							
3	Legal Professional Services	4,000	4,000	4,000	4,000	4,000	-	20,000
	<i>Kronick Moskovits Tiedeman & Girard</i>							
4	Legal Professional Services	5,000	5,000	5,000	5,000	5,000	-	25,000
	<u>Agency Program Operations</u>							
	<u>PY17/18 Re-Budgeted</u>							
	<i>El Dorado Counth Health and Human Service</i>							
5	El Dorado County - Career Services and Work Based Learning Services	\$ 43,365	\$ -	\$ 128,403	\$ 69,181	\$ -	\$ -	\$ 240,949
	<i>Advance</i>							
6	South Lake Tahoe & Alpine County Career Services	-	-	100,000	-	-	-	100,000
	<i>Michael Indiveri</i>							
7	One Stop Operator	3,000	5,000	3,000	4,000			15,000
	<i>EMRL</i>							
8	Out Reach Professional Services	1,000	1,000	1,000	1,000	1,000	5,000	10,000
	<u>PY18/19 Budgeted</u>							
	<i>Advance</i>							
9	South Lake Tahoe & Alpine County Career Services	-	-	100,000	-	-	-	100,000
	<i>Michael Indiveri</i>							
10	One Stop Operator Awarded via a Competitive Procurement	3,000	5,000	3,000	4,000			15,000
	<i>Consultant - Vendor TBD</i>							
11	Employer & Business Engagement					25,000	-	25,000
	<i>Consultant - Vendor TBD</i>							
12	Prison to Employment - via a Competitive Procurement						100,000	100,000
	<i>EMRL</i>							
13	Out Reach Professional Services	5,000	5,000	5,000	5,000	5,000	1,000	26,000
	Total Contracted Services	\$ 66,865	\$ 27,500	\$ 354,403	\$ 97,181	\$ 45,379	\$ 105,000	\$ 696,328

Executive Committee:
WB:
Governing Board:

			A	B	C	D	E	F	G
L	Allocation Funding Categories								
i									
n	2019 Subgrant Award K9110009		Dislocated	80% Dislocated		Youth Out	Rapid	Layoff	
e			Worker	Transfer to Adult	Adult	100%	Response	Aversion	Total
#	Funding Awards for New Fiscal Year		\$ 210,617	\$ 842,466	\$ 814,975	\$ 828,249	\$ 342,082	\$ 79,766	\$ 3,118,155
1	Consortium Operations								
2	Administration	10.00%	\$ 21,062	\$ 84,247	\$ 81,498	\$ 82,825	\$ -	\$ -	\$ 269,632
3	WDB Support/Legacy Costs/Program Operations	38.00%	\$ 80,034	\$ 320,137	\$ 309,691	\$ 314,735	\$ 129,991	\$ 30,311	\$ 1,184,899
4	Consortium Sponsored Cost Centers	12.00%	\$ 25,274	\$ 101,096	\$ 97,797	\$ 99,390	\$ 41,050	\$ 9,572	\$ 374,179
5	Consortium Operating Cost Totals		\$ 126,370	\$ 505,480	\$ 488,986	\$ 496,950	\$ 171,041	\$ 39,883	\$ 1,828,710
6	Award less Consortium Operating Cost		\$ 84,247	\$ 336,986	\$ 325,989	\$ 331,299	\$ 171,041	\$ 39,883	\$ 1,289,445
7	Rapid Response/Layoff Aversion Cost Center		\$ -	\$ -	\$ -	\$ -	\$ 171,041	\$ 39,883	\$ 210,924
8	Required Direct Training Adult & DW	25.00%	\$ 52,654	\$ 210,617	\$ 203,744	\$ -	\$ -	\$ -	\$ 467,015
9	Work Based Learning (Youth)	20.00%	\$ -	\$ -	\$ -	\$ 149,085	\$ -	\$ -	\$ 149,085
10	Allocation for Career Services		\$ 31,593	\$ 126,369	\$ 122,245	\$ 182,214	\$ -	\$ -	\$ 462,421
	Youth - Adult - Dislocated Worker Allocation								
	Career Services								
11	Placer	62.00%	\$ 19,588	\$ 78,349	\$ 75,792	\$ 112,973	\$ -	\$ -	\$ 286,702
12	El Dorado	37.00%	\$ 11,689	\$ 46,757	\$ 45,231	\$ 67,419	\$ -	\$ -	\$ 171,096
13	Alpine	1.00%	\$ 316	\$ 1,264	\$ 1,222	\$ 1,822	\$ -	\$ -	\$ 4,624
	Direct Training								
14	Placer	62.00%	\$ 32,645	\$ 130,583	\$ 126,321	\$ -	\$ -	\$ -	\$ 289,549
15	El Dorado	37.00%	\$ 19,482	\$ 77,928	\$ 75,385	\$ -	\$ -	\$ -	\$ 172,795
16	Alpine	1.00%	\$ 527	\$ 2,105	\$ 2,037	\$ -	\$ -	\$ -	\$ 4,669
	Work Based Learning (Youth)								
17	Placer	61.00%	\$ -	\$ -	\$ -	\$ 90,942	\$ -	\$ -	\$ 90,942
18	El Dorado	38.00%	\$ -	\$ -	\$ -	\$ 56,652	\$ -	\$ -	\$ 56,652
19	Alpine	1.00%	\$ -	\$ -	\$ -	\$ 1,491	\$ -	\$ -	\$ 1,491
	Total Title 1 Allocations by County								
20	Placer		\$ 52,233	\$ 208,932	\$ 202,113	\$ 203,915	\$ -	\$ -	\$ 667,193
21	El Dorado		\$ 31,171	\$ 124,685	\$ 120,616	\$ 124,071	\$ -	\$ -	\$ 400,543
22	Alpine		\$ 843	\$ 3,369	\$ 3,259	\$ 3,313	\$ -	\$ -	\$ 10,784
23								Check Figure	\$ 3,118,155

Executive Committee:
WB:
Governing Board:

Funding Categories						
			<u>Dislocated Worker</u>			
		<u>Dislocated Worker</u>	<u>Transfer to Adult</u>	<u>Adult</u>	<u>Total</u>	
Funding Awards PY 2018/2019		\$ 210,617	\$ 842,466	\$ 814,975	\$ 1,868,058	
Direct Training Requirement*	30.00%	\$ 63,185	\$ 252,740	\$ 244,493	\$ 560,417	
Requirement met via:						
Program Year 2018/2019 WIOA Cash	25.00%	\$ 52,654	\$ 210,617	\$ 203,744	\$ 467,015	
Program Year 2018/2019 Planned Leverage	5.00%	\$ 10,531	\$ 42,123	\$ 40,749	\$ 93,402	
Adult & Dislocated Worker Distribution						
			<u>Dislocated Worker</u>			
		<u>Dislocated Worker</u>	<u>Transfer to Adult</u>	<u>Adult</u>	<u>Total</u>	
25 % WIOA Cash Award						
Placer	62.00%	\$ 32,645	\$ 130,583	\$ 126,321	\$ 289,549	
El Dorado	37.00%	\$ 19,482	\$ 77,928	\$ 75,385	\$ 172,795	
Alpine	1.00%	\$ 527	\$ 2,106	\$ 2,038	\$ 4,671	
5 % Leveraged Funds						
Placer	62.00%	\$ 6,529	\$ 26,116	\$ 25,264	\$ 57,909	
El Dorado	37.00%	\$ 3,897	\$ 15,585	\$ 15,077	\$ 34,559	
Alpine	1.00%	\$ 105	\$ 422	\$ 407	\$ 934	
Total Required Direct Training (Check Figure)		\$ 63,185	\$ 252,740	\$ 244,493	\$ 560,417	
* Employment Development Department Workforce Services Directive WSD 14-1						

Executive Committee:
WB:
Governing Board: