

APPENDIX B

STATEMENT OF WORK EXHIBITS

APPENDIX B

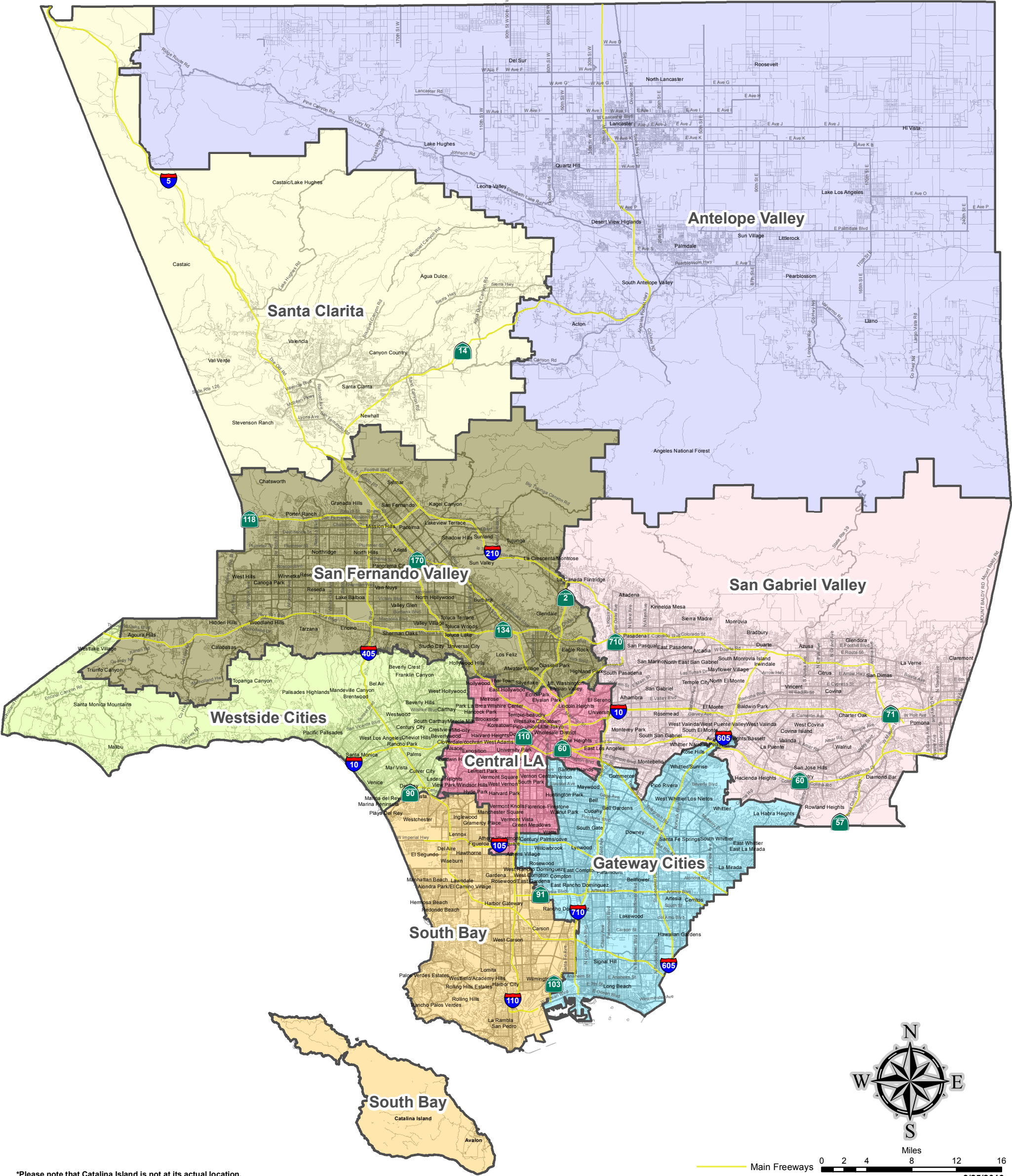
STATEMENT OF WORK EXHIBITS

EXHIBITS

- 1 LOS ANGELES COUNTY WORKFORCE REGIONS
- 2 LOS ANGELES COUNTY AJCC SUB-REGION SERVICE AREAS
- 3 LAYOFF AVERSION 122 FORM
- 4 PERFORMANCE REQUIREMENTS SUMMARY CHART
- 5 SUBAWARD DISCREPANCY REPORT
- 6 DEFINITIONS



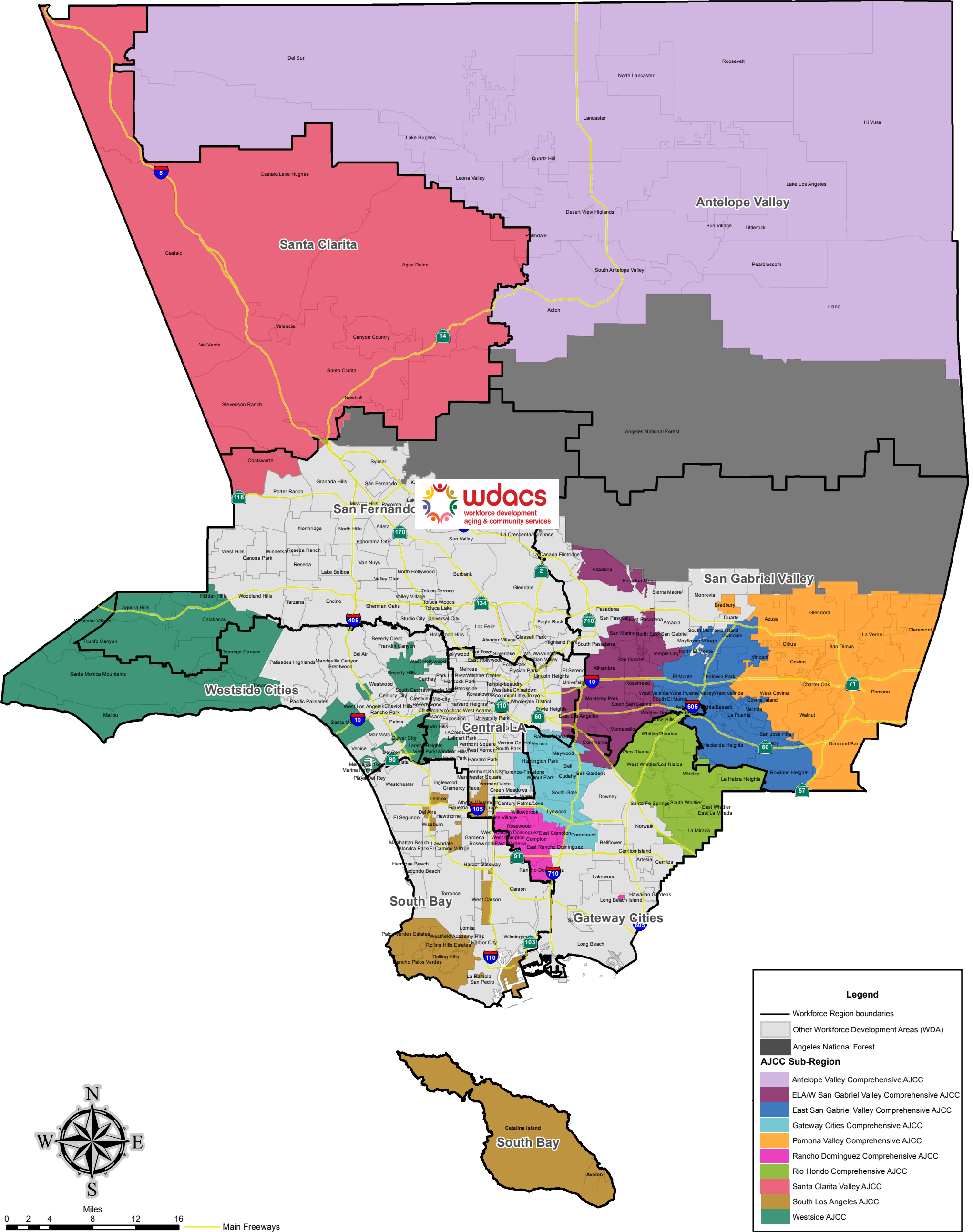
Los Angeles County Workforce Regions



*Please note that Catalina Island is not at its actual location.
Community and Senior Services, Research & Statistics Division



Los Angeles County AJCC Sub-Region Service Areas



*Please note that Catalina Island is not to scale
*Some unincorporated areas are not apparent in the map due to scale and sizing. For full listing of Community and Senior Services, Research & Statistics Division

Name of Reporting Local Area:

Contact Person:

Email:

Telephone:

Fax:

Date Submitted:

Quarter Ending:

INSTRUCTIONS - Activities reported on the Layoff Aversion (LOA) 122 Report are those relating to business solution strategies delivered, and/or providing Rapid Re-Employment Services, by Local Workforce Development Area (Local Area) staff and/or partners, to businesses during any stage of the business cycle. It is important that the Local Area staff consider and document how layoff aversion activities will result in a positive outcome before allocating resources. For completion of the layoff aversion activity, documentation from the business receiving the solution and/or the business rapidly re-employing is required for validation of outcomes. Copies of documentation must be submitted with the 122 Report and also retained locally. Note: This is a cumulative report.

Date of Initial Contact	Company Name (Company Retaining Jobs)	Company Name (Company hiring for Rapid Re-employment within 45 calendar days after becoming unemployed)	City	Start Date of LOA Solution Delivery (or) Termination Date for Rapid ReEmployment	End Date of LOA Solution Delivery (or) Rapid Re-employment date (45 calendar days)	Business Solution Delivered	Industry Sector Code/Title	Local Area Priority Sector (Yes / No)	# of Jobs Retained	# Rapidly Re-employed	Documentation from Employer for # of Jobs Retained (Yes / No)	Documentation from Employer for # of Rapid Re-Employment (Yes / No)

**PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART
BUSINESS TECHNICAL ASSISTANCE PROGRAM**

The Performance Requirements Summary (PRS) Chart is a listing of the minimum required services and performance that will be monitored during the Subaward term. The PRS chart also lists examples of the types of documents that will be used during monitoring, as well as the standards of performance and the acceptable quality level of performance.

All listings of required services or standards used in this Performance Requirements Summary Chart are intended to be completely consistent with the terms and conditions of the Subaward and the Statement of Work (SOW) and are not meant in any case to create, extend, revise, or expand any obligation of the Subrecipient beyond that defined in the terms and conditions of the Subaward and SOW. In any case of apparent inconsistency between required services or Standards as stated in the terms and condition of the Subaward, the SOW, and this Performance Summary (PRS) Chart, the terms and conditions of the Subaward and the SOW will prevail.

Performance Outcomes	Standards	Acceptable Quality Level	Data Source	Remedies For Non-Compliance
Outreach	No numerical requirement per BTA area per year (estimated funding of \$21,361 per service area for outreach per year). Subrecipient shall conduct Outreach to Distressed Businesses with WDACS Business Services Manager and Subrecipient and shall implement a “no wrong door” policy with Distressed Businesses. Subrecipient shall conduct Outreach via phone, email and in-person, and other Outreach activities. All Outreach activities shall be recorded in the designated CRM.	100%	County-designated CRM (CalJOBS)	If Subrecipient performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Subaward; 3) Reduce and reallocate funds; 4) Termination of Subaward; and/or 5) Placement in CARD
Assessment	144 assessments per service area per year. Subrecipient shall complete all confidential assessments of Distressed Businesses, which may result in an Action Plan.	100%	County-designated CRM (CalJOBS)	If Subrecipient performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Subaward; 3) Reduce and reallocate funds; 4) Termination of Subaward; and/or 5) Placement in CARD
Action Plan	90 action plans per service area per year. If Distressed Business remains interested after the Assessment, subrecipient shall then develop an Action Plan (AP) based on Assessments and include, but not be limited to, the elements in Sub-section 10.4.3.2, and partnerships, as described in Sub-section 10.4.1, to overcome the stressors that may lead to lay-offs, the Distressed Business leaving the WDA, or prevent business growth. Subrecipient shall upload the Action Plan, signed and dated by the Distressed Business owner or other executive level point of contact at the Distressed Business, into the designated CRM within one (1) business day of completion of the AP..	100%	County-designated CRM (CalJOBS)	If Subrecipient performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Subaward; 3) Reduce and reallocate funds; 4) Termination of Subaward; and/or 5) Placement in CARD
Services	68 services provided per service area per year. Subrecipient shall provide, but shall not limit itself to, the following Services, or as directed by County: connection to industry and trade organizations; assistance with permitting; tax incentive analysis; project management assistance; assistance with site relocation; cost containment analysis; access to capital; referrals to other WIOA programs and partners; referrals to the Employment Training Panel program at partner SELACO; and more	100%	County-designated CRM (CalJOBS)	If Subrecipient performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Subaward; 3) Reduce and reallocate funds; 4) Termination of Subaward; and/or 5) Placement in CARD

Layoff Aversion	80 layoffs averted per service area per year. Averted lay-offs at a Distressed Business as a result of Services rendered by Subrecipient must be confirmed in date stamped writing by the Distressed Business owner or other executive level point of contact at the Distressed Business and recorded and sent to County with the completed 122 Form, as found in Appendix C (SOW Exhibits), Exhibit 4 (122 Form) by email or mail.	100%	County-designated CRM (CalJOBS)	If Subrecipient performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Subaward; 3) Reduce and reallocate funds; 4) Termination of Subaward; and/or 5) Placement in CARD
AJCC Referrals	99 referrals of businesses to County AJCCs per service area per year. Subrecipient shall refer Distressed Businesses who are no longer in need of BTA Services who self-identifies, through written confirmation, as being interested in workforce services – primarily hiring needs - to Subrecipient's assigned AJCCs in the Subrecipient's Service Area or as directed by County.	100%	County-designated CRM (CalJOBS)	If Subrecipient performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Subaward; 3) Reduce and reallocate funds; 4) Termination of Subaward; and/or 5) Placement in CARD
Executive Summaries	12 executive summaries per service area per year (1 per month per area). Subrecipient shall submit a narrative (via email by the 10th of the following month of service on the Subrecipient's letterhead and signed by the Subrecipient's Project Manager. The Executive Summary shall include an overview of the BTA Services provided during the month of performance and at a minimum shall include the following: a chart of all performance outcomes for the month; a narrative description describing emerging trends; and one success story.	100%	County-designated CRM (CalJOBS)	If Subrecipient performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Subaward; 3) Reduce and reallocate funds; 4) Termination of Subaward; and/or 5) Placement in CARD

SUBAWARD DISCREPANCY REPORT**TO:****FROM:**

DATES: **Prepared:** _____
 Returned by Subrecipient: _____
 Action Completed: _____

DISCREPANCY PROBLEMS: _____

Signature of County Representative

Date

SUBRECIPIENT RESPONSE (Cause and Corrective Action): _____

Signature of Subrecipient Representative

Date

COUNTY EVALUATION OF SUBRECIPIENT RESPONSE: _____

Signature of Subrecipient Representative

Date

COUNTY ACTIONS: _____

SUBRECIPIENT NOTIFIED OF ACTION:

County Representative's Signature and Date _____

Subrecipient Representative's Signature and Date

DEFINITIONS

A

Accrued Expenditures (See *Expenditures*)

Acquisition Cost of Equipment (*Uniform Guidance, 2 CFR 200.2*) – The term “acquisition cost of equipment” means the cost of the asset including the cost to ready the asset for its intended use. Acquisition cost for equipment, for example, means the net invoice price of the equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Acquisition costs for software includes those development costs capitalized in accordance with generally accepted accounting principles (GAAP). Ancillary charges, such as taxes, duty, protective in transit insurance, freight, and installation may be included in or excluded from the acquisition cost in accordance with the non-Federal entity's regular accounting practices.

Action Plan - If Distressed Business remains interested after the Assessment, subrecipient shall then develop an Action Plan (AP) based on Assessments to overcome the stressors that may lead to lay-offs, the Distressed Business leaving the WDA, or prevent business growth. Subrecipient shall upload the Action Plan, signed and dated by the Distressed Business owner or other executive level point of contact at the Distressed Business, into the designated CRM within one (1) business day of completion of the AP.

Action Plan Services – Including but not limited to: connection to Industry and Trade Organizations, assistance with permitting, tax incentive analysis, project management assistance, assistance with site relocation within Los Angeles County, cost containment analysis and best practices, exploring access to capital, referrals to other WUOA programs and County partners (e.g. other County departments, Workforce Development Boards) and referral to Employment Training Panel (the County's ETP program is provided through SELACO Workforce Development Board).

Administrative Activities - The term “administrative activities” means activities under title I of WIOA that are not related to the direct provision of workforce investment services (including services to participants and employers)

Administrative Costs (*WIOA Regulations 20 CFR 683.215*) – The term “administrative costs” means the costs of administration are expenditures incurred by State and Local Workforce Development Boards, Regions, direct grant recipients, including State grant recipients under subtitle B of title I of WIOA, and recipients of awards under subtitle D of title I, as well as local grant recipients, local grant Subrecipients, local fiscal agents and one-stop operators that are associated with those specific functions identified in paragraph (b) of this section and which

are not related to the direct provision of workforce investment services, including services to participants and employers. These costs can be both personnel and non-personnel and both direct and indirect.

(b) The costs of administration are the costs associated with performing the following functions:

(1) Performing the following overall general administrative functions and coordination of those functions under title I of WIOA:

(i) Accounting, budgeting, financial and cash management functions;

(ii) Procurement and purchasing functions;

(iii) Property management functions;

(iv) Personnel management functions;

(v) Payroll functions;

(vi) Coordinating the resolution of findings arising from audits, reviews, investigations and incident reports;

(vii) Audit functions;

(viii) General legal services functions;

(ix) Developing systems and procedures, including information systems, required for these administrative functions; and

(x) Fiscal agent responsibilities;

(2) Performing oversight and monitoring responsibilities related to WIOA administrative functions;

(3) Costs of goods and services required for administrative functions of the program, including goods and services such as rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space;

(4) Travel costs incurred for official business in carrying out administrative activities or the overall management of the WIOA system; and

(5) Costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting and payroll

systems) including the purchase, systems development and operating costs of such systems.

(c) (1) Awards to Subrecipients or contractors that are solely for the performance of administrative functions are classified as administrative costs.

(2) Personnel and related non-personnel costs of staff that perform both administrative functions specified in paragraph (b) of this section and programmatic services or activities must be allocated as administrative or program costs to the benefiting cost objectives/categories based on documented distributions of actual time worked or other equitable cost allocation methods.

(3) Specific costs charged to an overhead or indirect cost pool that can be identified directly as a program cost are to be charged as a program cost. Documentation of such charges must be maintained.

(4) Except as provided at paragraph (c)(1) of this section, all costs incurred for functions and activities of Subrecipients and contractors are program costs.

(5) Continuous improvement activities are charged to administration or program category based on the purpose or nature of the activity to be improved. Documentation of such charges must be maintained.

(6) Cost 0.53 of the following information systems including the purchase, systems development, and operational costs (e.g., data entry) are charged to the program category:

- (i) Tracking or monitoring of participant and performance information;
- (ii) Employment statistics information, including job listing information, job skills information, and demand occupation information;
- (iii) Performance and program cost information on eligible providers of training services, youth activities, and appropriate education activities;
- (iv) Local area performance information; and
- (v) Information relating to supportive services and unemployment insurance claims for program participants.

- (d) Where possible, entities identified in item (a) must make efforts to streamline the services in paragraphs (b)(1) through (5) of this section to reduce administrative costs by minimizing duplication and effectively using information technology to improve services.

Adult - The term “adult” means an individual who is age 18 or older.

Adult Education – The term “adult education” means academic instruction and education services below the post-secondary level that increases an individual’s ability to: read, write, and speak in English and perform mathematics or other activities necessary for the attainment of a secondary school diploma or its recognized equivalent; transition to post-secondary education and training; and obtain employment. (WIOA Section 203).

Adult Education and Literacy Activities - The term “adult education and literacy activities” means programs, activities, and services that include adult education, literacy, workplace adult education and literacy activities, family literacy activities, English language acquisition activities, integrated English literacy and civics education, workforce preparation activities, or integrated education and training.

Advance Payment (*Uniform Guidance, 2 CFR 200.3*) – The term “advance payment” means a payment that a Federal awarding agency or pass-through entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the non-Federal entity disburses the funds for program purposes.

Affiliate Site – The term “affiliate site” means a site that is associated with, or part of, a Comprehensive AJCC, operating as an extension of a Comprehensive AJCC’s reach in the community. Affiliates are to be access points for ADW and Youth@Work participants to enhance availability of LA County’s workforce programs in the community. An Affiliate does not have separate performance goals or funding issued to Contractor by County; instead, performance goals and funding are included within the allocation to the affiliated Comprehensive AJCC. An Affiliate must make available at least one or more WIOA Title

I Service, but does not need to provide access to every required one-stop partner program. Affiliates are not responsible for separate Memoranda Of Understanding (MOUs) or Resource Sharing Agreements (RSAs). Affiliates need to be included in the MOUs and RSAs of its Comprehensive AJCC or AJCC. Affiliate sites are targeted to be in place year two (2) of the Contract period, once all RSAs are completed and executed.

Allocation (*Uniform Guidance, 2 CFR 200.4*) – The term “allocation” means the process of assigning a cost, or a group of costs, to one or more cost objective(s), in reasonable proportion to the benefit provided or other equitable relationship. The process may entail assigning a

cost(s) directly to a final cost objective or through one or more intermediate cost objectives.

Alternative school – The term “alternative school” means a type of school designed to achieve grade-level (K-12) standards and meet student needs (EC Section 58500). *Examples of alternative schools include, but are not limited to, continuation, magnet, and charter schools. If the youth participant is attending an alternative school at the time of enrollment, the participant is considered to be in-school.*

America’s Job Center of California (AJCC) (State Directive WSD13-15) – The term “America’s Job Center of California” means a single network that assists job seekers to explore career opportunities, find education and training, search for employment, and provide business services to employers. Under this Subaward, this can be a Comprehensive AJCC or AJCC, as defined below:

- a) **Comprehensive AJCC**: Comprehensive AJCC is a physical location where job seekers and employers have access to the WIOA Title I Adult, Dislocated Worker and Youth programs and are provided the Services and activities of these programs, as described in this WIOA Title I Adult and Dislocated Worker Statement of Work, Exhibit A1 and in Youth@Work Statement of Work, Exhibit A2. A Comprehensive AJCC must be co-located with EDD Wagner-Peyser Act Employment Services. In addition, the Comprehensive AJCC shall also provide direct linkage to the other programs, Services and activities of all the required Comprehensive AJCC partners and any additional Comprehensive AJCC partner programs. A “direct linkage” cannot exclusively be providing a phone number or computer Web site or providing information, pamphlets, or materials. Each Comprehensive AJCC will operate a minimum of one Affiliate. The Comprehensive AJCC and associated Affiliate(s) must be located close to or inside customer feeder systems such as, but not limited to community colleges or adult schools. Each Comprehensive AJCC will be responsible for providing access and delivering Services to the residents of and businesses in all the cities and unincorporated areas in the designated workforce sub-region. Comprehensive AJCCs must have a detailed documented outreach and service plan using service access points to ensure Services are all encompassing targeted service area. Comprehensive AJCCs are to deliver Services through the Integrated Services Delivery Model ISD.
- b) **AJCC**: An AJCC is subject to all the requirements of a Comprehensive AJCC but on a smaller scale. The funding levels for AJCCs are less than that of a Comprehensive AJCC and consequently, performance goals are also lower. AJCCs will be responsible for providing access and delivering Services to the residents of and businesses in all the cities and unincorporated areas in the designated workforce sub-region they will operate in. AJCCs shall deliver Services through the Integrated Services Delivery Model, if the AJCC has co-located partner staff.

America’s Job Center of California (AJCC) Referral - Subrecipient shall refer Distressed Businesses who are no longer in need of BTA Services who self-identifies, through written confirmation, as being interested in workforce services – primarily hiring needs - to Subrecipient’s assigned AJCCs in the Subrecipient’s Service Area or as directed by County. Written confirmation shall be sent to County by email or mail at the same time as the 122 Form.

Area Career and Technical Education School - The term “area career and technical education school” means:

- a) A specialized public secondary school used exclusively or principally for the provision of career and technical education to individuals who are available for study in preparation for entering the labor market;
- b) The department of a public secondary school exclusively or principally used for providing career and technical education in not fewer than 5 different occupational fields to individuals who are available for study in preparation for entering the labor market;
- c) A public or nonprofit technical institution or career and technical education school used exclusively or principally for the provision of career and technical education to individuals who have completed or left secondary school and who are available for study in preparation for entering the labor market, if the institution or school admits, as regular students, individuals who have completed secondary school and individuals who have left secondary school; or
- d) The department or division of an institution of higher education, that operates under the policies of the eligible agency and that provides career and technical education in not fewer than 5 different occupational fields leading to immediate employment but not necessarily leading to a baccalaureate degree, if the department or division admits, as regular students, both individuals who have completed secondary school and individuals who have left secondary school.

Assessments – Subrecipient shall conduct and complete confidential, one-on-one Assessment (as contained in the designated CRM) of Distressed Businesses, which may result in an Action Plan.

At-Risk Population – The term “at-risk population” means a population whose members may have additional needs before, during, and after an incident in functional areas, including but not limited to: maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who have disabilities; who live in institutionalized settings and have been recently released from such settings (e.g., probation, ex-offenders, etc.); who are from diverse cultures; who have limited English proficiency or are non-English speakers.

Attending School – The term “attending school” means an individual is considered to be attending school if the individual is enrolled in secondary or post-secondary school. ***These include, but are not limited to: traditional K-12 public and private, and alternative (e.g., continuation, magnet, and charter) schools.***

Audit Finding (*Uniform Guidance, 2 CFR 200.5*) – The term “audit finding” means deficiencies which the auditor is required by Sec. 200.516 Audit findings, paragraph (a) to report in the schedule of findings and questioned costs.

Auditee (*Uniform Guidance, 2 CFR 200.6*) – The term “auditee” means any non-Federal entity that expends Federal awards which must be audited under Subpart F--Audit Requirements of this Part.

Auditor (*Uniform Guidance, 2 CFR 200.7*) – The term “auditor” means an auditor who is a public accountant or a Federal, state or local government audit organization, which meets the general standards specified in generally accepted government auditing standards (GAGAS). The term auditor does not include internal auditors of nonprofit organizations.

B

Barrier to Employment - The term “barrier to employment” means the obstacle faced by a member of 1 or more of the following populations:

- a) Displaced homemakers;
- b) Low-income individuals;
- c) Indians, Alaska Natives, and Native Hawaiians;
- d) Individuals with disabilities, including youth who are individuals with disabilities;
- e) Older individuals;
- f) Ex-offenders;
- g) Homeless individuals;
- h) Youth who are in or have aged out of the foster care system;
- i) Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers;
- j) Eligible migrant and seasonal farmworkers;
- k) Individuals within 2 years of exhausting lifetime eligibility Block Grants to States for Temporary Assistance for Needy Families in the Social Security Act (42 U.S.C.601 et seq.);
- l) Single parents (including single pregnant women);
- m) Long-term unemployed individuals;
- n) Such other groups as the Governor involved determines to have barriers to employment;
- o) low-income youth aged 17 to 24 who requires additional assistance to enter or complete an educational program or to secure or hold employment. Youth who require additional assistance may include, but are not limited to:
 - i. Referred to or are being treated by an agency for substance abuse related problem;
 - ii. Experienced recent traumatic events, are victims of abuse, or reside in an abusive

- environment as documented by a school official or other qualified professional;
- iii. Have serious emotional, medical or psychological problems as documented by qualified professional;
 - iv. Is 20 to 24 years old and have never held a job;
 - v. Involved in gang activities;
 - vi. Have repeated at least one secondary grade level, or are one year overage for grade, as documented by a qualified school official;
 - vii. Alienated by sexual orientation;
 - viii. Physically or mentally challenged;
 - ix. Have a core grade point average (GPA) of less than 1.5, as documented by a qualified school official;
 - x. Are emancipated youth;
 - xi. Aged out of foster care;
 - xii. Are court or agency referred, mandating school attendance;
 - xiii. For each year of secondary education, are at least two semester credits behind the rate required to graduate from high school as documented by a qualified school official;
 - xiv. Are previous dropouts, or have been suspended five or more times or have been expelled, as documented by a qualified school official; or
 - xv. Are deemed at risk of dropping out of school by a qualified school official.

Basic Career Services – The term “basic career services” mean services which must be made available and, at minimum, must include the following, as is consistent with allowable program activities. Basic career services include:

- a) WIOA eligibility determination;
- b) Outreach/intake (including worker profiling). This also includes providing individuals with the opportunity to initiate an application for TANF assistance and non-assistance benefits and services, which could be through the provision of paper application forms or links to the application website;
- c) Orientation to information and other services available through the One-Stop system;
- d) Initial assessment of skill levels, including literacy, numeracy, and English Language proficiency, as well as aptitudes, abilities (including skill gaps), and supportive service needs;
- e) Labor exchange services including:
 - i. Job search and placement assistance, and when needed by an individual, career counselling including provision of information on in-demand industry sectors and

- occupations and provision of information on nontraditional employment;
- ii. Appropriate recruitment and other business services on behalf of employers, including information and referrals to specialized business services other than those traditionally offered through the One-Stop delivery system;
- f) Provision of referrals to and coordination of activities with other programs and services, including programs and services within the One-Stop delivery system and, when appropriate, other workforce development programs;
- g) Provision of workforce and labor market employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including:
 - i. Job vacancy listings in labor market areas;
 - ii. Information on job skills necessary to obtain the vacant jobs listed;
 - iii. Information relating to local occupations in demand and the earnings, skill requirements, and opportunities for advancement for those jobs;
- h) Provision of performance information and program cost information on eligible providers of training services by program and type of providers;
- i) Provision of information, in usable and understandable formats and languages, about how the local area is performing on local performance accountability measures, as well as any additional performance information relating to the area's One-Stop delivery system;
- j) Provision of information, in usable and understandable formats and languages, relating to the availability of supportive services or assistance, and appropriate referrals to those services and assistance, including:
 - i. Child care;
 - ii. Child support;
 - iii. Medical or child health assistance available through the State's Medicaid program and Children's Health Insurance Program, benefits under SNAP, assistance through the earned income tax credit, and assistance under a State program for Temporary Assistance for Needy Families and other supportive services and transportation provided through that program;

Provision of information and assistance regarding filing claims for unemployment compensation, by which the One-Stop must provide meaningful assistance to individuals seeking assistance in filing a claim for unemployment compensation. "Meaningful assistance" means:

- iv. Providing assistance on-site using staff who are well-trained in unemployment compensation claims filing and the rights and responsibilities of claimants, or
- v. Providing assistance by phone or via other technology, as long as the assistance is provided by trained and available staff and within reasonable time;
- k) Assistance in establishing eligibility for programs of financial aid assistance for training and education programs (non-WIOA).

Basic Skills – The term “basic skills” means basic education skills including reading comprehension, math computation, writing, speaking, listening, problem solving, reasoning and the capacity to use these skills in the workplace.

Basic Skills Deficient - The term “basic skills deficient” means: An individual that is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual’s family, or in society (WIOA Section 3[5]). Criteria used to determine whether an individual is basic skills deficient includes the following:

- a) Lacks a high school diploma or high school equivalency and is not enrolled in post-secondary education;
- b) Enrolled in a Title II Adult Education/Literacy program;
- c) English, reading, writing, or computing skills at an 8.9 or below grade level;
- d) Determined to be Limited English Skills proficient through staff-documented observations; or
- e) Other objective criteria determined to be appropriate by the Local Area and documented in its required policy.

Basic Skills Software – The term “basic skills software” means software accessible from Contractor’s computer lab used to improve reading, writing, mathematic computation and language proficiency.

Basic Skills Training – The term “basic skills training” means training that may include literacy, reading, communication, and computational skills, life skills, library and study skills, and family education skills.

Bidder’s List (*Uniform Guidance, 2 CFR 200.319*) – The term “bidder’s list” means the prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the entity must not preclude potential bidders from qualifying during the solicitation period.

Bilateral Modification – The term “bilateral modification” means a change to a contract that requires the agreement and signature of both parties involved.

Breach of Contract – The term “breach of contract” means the nonperformance of any contractual duty of immediate performance

Budget (*Uniform Guidance, 2 CFR 200.8*) – the term “budget” means the financial plan for the project or program that the Federal awarding agency or pass-through entity approves during

the Federal award process or in subsequent amendments to the Federal award. It may include the Federal and non-Federal share or only the Federal share, as determined by the Federal awarding agency or pass-through entity.

Business Cycle – The term “business cycle” means a business process identified as a sequence of four phases:

- Contraction – A slowdown in the pace of economic activity
- Trough – The lower turning point of a business cycle, where a contraction turns into an expansion
- Expansion – A speedup in the pace of economic activity
- Peak – The upper turning of a business cycle.

C

Capacity Building – The term “capacity building” means an on-going education and professionalization of workforce staff to enhance program delivery and resource networking for improved effectiveness and sustainability.

Capital Expenditures (*Uniform Guidance, 2 CFR 200.13*) – the term “capital expenditures” mean expenditures to acquire capital assets or expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life.

Capital Assets (*Uniform Guidance, 2 CFR 200.12*) – The term “capital assets” means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:

- (a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
- (b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance).

Career and Technical Education - The term “career and technical education” means organized educational activities that:

- i. Offer a sequence of courses that: Provides individuals with coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in current or emerging professions;
 - ii. Provides technical skill proficiency, an industry-recognized credential, a certificate, or an associate degree; and
 - iii. May include prerequisite courses (other than a remedial course) that meet the requirements of this subparagraph; and
- b) Include competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of an industry, including entrepreneurship, of an individual.

Career Counseling – The term “career counseling” means staff provided information, materials, suggestions, and/or advice to a participant to help the individual make occupational or career decisions.

Career Exploration Activities – The term “career exploration activities” means activities such as site visits, guest speakers, job shadowing; includes learning about education and/or training entry requirements and earning potential and/or benefits.

Career Pathway - The term “career pathway” means a combination of rigorous and high-quality education, training, and other services that:

- a) Aligns with the skill needs of industries in the economy of the state or regional economy involved;
- b) Prepares an individual to be successful in any of a full range of secondary or postsecondary education options;
- c) Includes counseling to support an individual in achieving the individual’s education and career goals;
- d) Includes, as appropriate, education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
- e) Organizes education, training, and other services to meet the particular needs of an individual in a manner that accelerates the educational and career advancement of the individual to the extent practicable;

- f) Enables an individual to attain a secondary school diploma or its recognized equivalent, and at least 1 recognized postsecondary credential; and
- g) Helps an individual enter or advance within a specific occupation or occupational cluster.

Career Planning - The term “career planning” means the provision of a Participant- centered approach in the delivery of services, designed:

- a) To prepare and coordinate comprehensive employment plans, such as service strategies, for participants to ensure access to necessary workforce investment activities and supportive services, using, where feasible, computer-based technologies; and
- b) To provide job, education, and career counseling, as appropriate during program participation and after job placement.

Case Management – The term “case management” means the provision of a Participant-centered approach in the delivery of services, designed:

- a) To prepare and coordinate comprehensive employment plans, such as service strategies, for participants to ensure access to necessary workforce investment activities and supportive services, using, where feasible, computer-based technologies; and
- b) To provide job and career counseling during program participation and after job placement.

Catalog of Federal Domestic Assistance (CFDA) number (*Uniform Guidance, 2 CFR 200.10*) – The term “catalog of federal domestic assistance number” means the number assigned to a Federal program in the CFDA.

CFDA Program Title (*Uniform Guidance, 2 CFR 200.11*) – The term “CFDA program title” means the title of the program under which the Federal award was funded in the CFDA.

Chief Elected Official (*WIOA, Section 3(9)*) – The term “chief elected official” means—

- (A) The chief elected executive officer of a unit of general local government in a local area; and
- (B) In a case in which a local area includes more than 1 unit of general local government, the individuals designated under the agreement described in section 107(c)(1)(B).

Claim (*Uniform Guidance, 2 CFR 200.14*) – The term “claim” means, depending on the context, either:

(A) A written demand or written assertion by one of the parties to a Federal award seeking as a matter of right:

- (1) The payment of money in a sum certain;
- (2) The adjustment or interpretation of the terms and conditions of the Federal award; or
- (3) Other relief arising under or relating to a Federal award.

(A) A request for payment that is not in dispute when submitted.

Classroom Training Hours – The term “classroom training hours” means the number of hours spent in classroom training by SCSEP participants.

Closeout (*Uniform Guidance, 2 CFR 200.16*) – The term “closeout” means the process by which the Federal awarding agency or pass-through entity determines that all applicable administrative actions and all required work of the Federal award have been completed and takes actions as described in Sec. 200.343 Closeout.

Co-enrollment - The term “co-enrollment” means:

- a) An enrollment in two or more workforce programs (e.g. WIOA, Wagner Peyser, Trade Adjustment Assistance, or other locally funded workforce program);
- b) An enrollment in two or more WIOA programs (e.g. Adult, DW, Youth or RR) and/or locally funded workforce program within the same Comprehensive AJCC or AJCC;
- c) An enrollment in two or more WIOA programs (e.g. Adult, DW, Youth or RR) and/or locally funded workforce program within two different Comprehensive AJCCs or AJCCs within County; or
- d) An enrollment under scenario #1 or #2 between a County Comprehensive AJCC or AJCC and another Workforce Development Area (such as City of Los Angeles, Foothill, South Bay, Verdugo, SELACO, Pacific Gateway or other Workforce Development Area in California).

Coaching - The term “coaching” means a learning and development process that enables a job seeker, with the support of staff, in making real, lasting positive change in thought process and desire thereby achieving full potential to find, secure and keep a good job. Coaching is generally performed in a group format within the Integrated Services Delivery Model.

Cognizant Agency For Audit (*Uniform Guidance, 2 CFR 200.14*) – The term “cognizant agency for audit” means the Federal agency designated to carry out the responsibilities described in Sec. 200.513 Responsibilities, paragraph (a). The cognizant agency for audit is not necessarily the same as the cognizant agency for indirect costs. A list of cognizant agencies for audit may be found at the FAC Web site.

Cognizant Agency For Indirect Costs (*Uniform Guidance, 2 CFR 200.19*) – The term “cognizant agency for indirect costs” means the Federal agency responsible for reviewing, negotiating, and approving cost allocation plans or indirect cost proposals developed under this Part on behalf of all Federal agencies. The cognizant agency for indirect cost is not necessarily the same as the cognizant agency for audit. For assignments of cognizant agencies see the following:

- (a) For IHEs: Appendix III to Part 200--Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Institutions of Higher Education (IHEs), paragraph C.10.
- (b) For nonprofit organizations: Appendix IV to Part 200--Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Nonprofit Organizations, paragraph C.1.
- (c) For state and local governments: Appendix V to Part 200--State/Local Government and Indian Tribe-Wide Central Service Cost Allocation Plans, paragraph F.1.

Community-Based Organization (*WIOA, Section 3(10)*) – The term “community-based organization” means a private nonprofit organization (which may include a faith-based organization), that is representative of a community or a significant segment of a community and that has demonstrated expertise and effectiveness in the field of workforce development.

Community-Service Employment Training (Work Experience) – For SCSEP program, the term “community-service employment training (work experience)” means part-time, temporary employment paid with contract funds in projects at host agencies through which eligible individuals are engaged in community service and receive work experience and job skills that can lead to unsubsidized employment. Includes, but is not limited to, social, health, welfare, and educational services; legal assistance, and other counseling services, including tax counseling and financial assistance counseling; and intergenerational projects. It excludes work which benefits private, profit-making organizations.

Community Service Training Hours – The term “community service training hours” means

the number of hours of community service provided to SCSEP participants.

Competitive Proposals (*Uniform Guidance, 2 CFR 200.320(d)*) – The term “competitive proposals” means the procurement method whereby procurement is conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

- (1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
- (2) Proposals must be solicited from an adequate number of qualified sources;
- (3) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
- (4) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
- (5) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

Complaint (*State Directive WSD15-24*) – The term “complaint” means an allegation of a violation of the nondiscrimination and equal opportunity provisions.

(*State Directive WSD12-18*)- means criminal complaint and noncriminal complaints accepted by the DOL as incidents, such as gross waste of funds, mismanagement and dangers to the public health and safety.

Compliance Supplement (*Uniform Guidance, 2 CFR 200.21*) – The term “compliance supplement” means Appendix XI to Part 200--Compliance Supplement (previously known as the Circular A-133 Compliance Supplement).

Computer Literacy - The term “computer literacy” means the knowledge and ability of the job seeker to use computer programs and related technology efficiently, with a range of skills

covering levels from elementary use to programming and advanced problem- solving.

Contract (*Uniform Guidance, 2 CFR 200.22*) – The term “contract” means a legal instrument by which a non-Federal entity purchases property or services needed to carryout the project or program under a Federal award. The term as used in this Part does notinclude a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or Subaward (see Sec. 200.92 Subaward).

Contractor (*Uniform Guidance, 2 CFR 200.23*) – The term “contractor” means an entity that receives a contract as defined in Sec. 200.22. The term contractor, as used in WIOA, includes entities that the Act refers to as “vendors.” Contractors are not Subrecipients, however, for purposes of this procurement only, the usage of the term “Contractor” is to be used interchangeably with “Subrecipient”.

Cooperative Agreement (*Uniform Guidance, 2 CFR 200.24*) – The term “cooperative agreement” means a legal instrument of financial assistance between a Federal awarding agency or pass-through entity and a non-Federal entity that, consistent with 31 U.S.C. 6302-6305:

(a) Is used to enter into a relationship the principal purpose of which is to transfer anything of value from the Federal awarding agency or pass-through entity to the non-Federal entity to carry out a public purpose authorized by a law of the United States (see 31 U.S.C.6101(3)); and not to acquire property or services for the Federal government or pass- through entity's direct benefit or use;

(b) Is distinguished from a grant in that it provides for substantial involvement between the Federal awarding agency or pass-through entity and the non-Federal entity in carryingout the activity contemplated by the Federal award.

(c) The term does not include:

(1) A cooperative research and development agreement as defined in 15 U.S.C. 3710a;or

(2) An agreement that provides only:

(i) Direct United States Government cash assistance to an individual;

(ii) A subsidy;

(iii) A loan;

(iv) A loan guarantee; or

(v) Insurance.

Cooperative Audit Resolution (*Uniform Guidance, 2 CFR 200.25*) – The term “cooperative audit resolution” means the use of audit follow-up techniques which promote prompt corrective action by improving communication, fostering collaboration, promoting trust, and developing an understanding between the Federal agency and the non-Federal entity. This approach is based upon:

(a) A strong commitment by Federal agency and non-Federal entity leadership to program integrity;

(b) Federal agencies strengthening partnerships and working cooperatively with non-Federal entities and their auditors; and non-Federal entities and their auditors working cooperatively with Federal agencies;

(c) A focus on current conditions and corrective action going forward;

(d) Federal agencies offering appropriate relief for past noncompliance when audits show prompt corrective action has occurred; and

(e) Federal agency leadership sending a clear message that continued failure to correct conditions identified by audits which are likely to cause improper payments, fraud, waste, or abuse is unacceptable and will result in sanctions.

Corrective Action (*Uniform Guidance, 2 CFR 200.26*) – The term “corrective action” means action taken by the auditee that:

(a) Corrects identified deficiencies;

(b) Produces recommended improvements; or

(c) Demonstrates that audit findings are either invalid or do not warrant auditee action.

Cost Allocation Plan (CAP) (*Uniform Guidance, 2 CFR 200.27*) – The term “cost allocation plan” means central service cost allocation plan or public assistance cost allocation plan.

Cost Objective (*Uniform Guidance, 2 CFR 200.28*) – The term “cost objective” means a program, function, activity, award, organizational subdivision, contract, or work unit for which

cost data are desired and for which provision is made to accumulate and measure the cost of processes, products, jobs, capital projects, etc. A cost objective may be a major function of the non-Federal entity, a particular service or project, a Federal award, or an indirect (Facilities & Administrative (F&A)) cost activity, as described in Subpart E-

-Cost Principles of this Part. See also Sec. 200.44 Final cost objective and 200.60 Intermediate cost objective.

Cost Sharing Or Matching (*Uniform Guidance, 2 CFR 200.29*) – The term “cost sharing or matching” means the portion of project costs not paid by Federal funds (unless otherwise authorized by Federal statute). See also Sec. 200.306 Cost sharing or matching.

Costs of Infrastructure (*WIOA, Section 121*) – The term “costs of Infrastructure” with respect to a one-stop center, means the non-personnel costs that are necessary for the general operation of the one-stop center, including the rental costs of the facilities, the costs of utilities and maintenance, equipment (including assessment-related products and assistive technology for individuals with disabilities), and technology to facilitate access to the one-stop center, including the center’s planning and outreach activities.

Costs Recommended for Disallowance – The term “costs recommended for disallowance” means costs identified by auditors that are supported by accounting records but are a violation of law, regulation or contract, or are determined unreasonable by the auditor.

Cross-Cultural Clinical Practice Skills – The term “cross-cultural clinical practice skills” means the skills utilized by practitioners to ensure services provided are respectful and responsive to a Participant’s cultural and linguistic needs. Skills include: recognizing cultural differences in consumer interactions; using specific communication skills to improve services to consumers; and identifying one’s own biases in order to ensure services are not hindered by a Participant’s ethnicity, culture, race, religion, age, gender, gender-identity, or sexual orientation.

Cross-Cutting Audit Finding (*Uniform Guidance, 2 CFR 200.30*) – The term “cross-cutting audit finding” means an audit finding where the same underlying condition or issue affects Federal awards of more than one Federal awarding agency or pass-through entity.

Cultural Competency - The term “cultural competency” means a set of congruent behaviors, attitudes, knowledge-based skills and policies that come together in a system, agency or among professionals that enables effective provision of services to Participants from a particular ethnic, racial or other social group (including those defined by religion, age, gender, gender-identity or sexual orientation.) “Culture” refers to integrated patterns of human behavior that include the language, thoughts, communications, actions, customs, beliefs, values and institutions of racial, ethnic, religious or other social groups. “Competence” implies having the capacity to function effectively as an individual and an organization within the context of the cultural beliefs, behaviors and needs presented by consumers and their communities.

Customer Relationship Management Module (CRM) – The term “customer relationship management module” means a CalJOBS based tool, supported by the Employment Development Department (EDD), which allows Local Boards and their partners who have access to the CalJOBS system to record, track and report a variety of business engagement activities at the individual company level.

Customized training - The term “customized training” means training:

- a) That is designed to meet the specific requirements of an employer (including a group of employers);
- b) That is conducted with a commitment by the employer to employ an individual upon successful completion of the training; and
- c) For which the employer pays:
 1. A significant portion of the cost of training, as determined by the local board involved, taking into account the size of the employer and such other factors as the local board determines to be appropriate, which may include the number of employees participating in training, wage and benefit levels of those employees (at present and anticipated upon completion of the training), relation of the training to the competitiveness of a participant, and other employer-provided training and advancement opportunities; and
 2. In the case of customized training, involving an employer located in multiple local areas in the state, a significant portion of the cost of the training, as determined by the governor of the state, taking into account the size of the employer and such other factors as the governor determines to be appropriate.

D

Data Universal Numbering System (DUNS) Number (*Uniform Guidance, 2 CFR 200.32*) – The term “data universal numbering system number” means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify entities. A non-Federal entity is required to have a DUNS number in order to apply for, receive, and report on a Federal award. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or the Internet (currently at <http://fedgov.dnb.com/webform>).

Diagnostic Testing – The term “diagnostic testing” means in-depth evaluation with a relatively narrow scope of analysis, aimed at identification of a specific condition or problem.

Diploma – The term “diploma” means any credential that the state education agency accepts as equivalent to a high school diploma. The term diploma also includes post-secondary degrees including Associate (AA and AS) and Bachelor Degrees (BA and BS).

Disallowed Costs (*Uniform Guidance, 2 CFR 200.31*) – The term “disallowed costs” means

those charges to a Federal award that the Federal awarding agency or pass-through entity determines to be unallowable, in accordance with the applicable Federal statutes, regulations, or the terms and conditions of the Federal award.

Disconnected Youth – The term “disconnected youth” means a youth that is economically disadvantaged and one or more of the following:

- a) An out-of-school youth, including out-of-school youth who are unemployed;
- b) In or aging out of foster care;
- c) Have limited English proficiency;
- d) Homeless or who have run away from home;
- e) At-risk to leave secondary school without a diploma;
- f) Former juvenile offenders or at risk of delinquency; or
- g) Individuals with disabilities.

Dislocated worker - The term “dislocated worker” means an individual who:

- a) Category 1 - Terminated or laid off, or has received a notice of termination or layoff, from employment; AND eligible for or has exhausted entitlement to unemployment compensation; AND is unlikely to return to a previous industry or occupation; or
- b) Category 2 – Terminated or laid off, or has received a notice of termination or layoff, from employment; AND employed for a duration sufficient to demonstrate, to the appropriate entity at a One-Stop center referred to in WIOA Section 121(e), attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed Services for an employer that were not covered under a State unemployment compensation law; AND is unlikely to return to a previous industry or occupation; or
- c) Category 3 - Terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise; or
- d) Category 4 - Is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or for purposes of eligibility to receive non-staff assisted Basic Career Services only, is employed at a facility at which the employer has made a general announcement that such facility will close; or
- e) Category 5 - Was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters; or
- f) Category 6 - Is a displaced homemaker; or

- g) Category 7 - Is the spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code), AND who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member; or
- h) Category 8 - Is the spouse of a member of the Armed Forces on active duty and who is unemployed or underemployed AND is experiencing difficulty in obtaining or upgrading employment.

Dislocation Event – The term “dislocation event” means an event that results in workers facing loss of employment through a permanent closure or mass layoff, or a natural or other disaster.

Displaced homemaker - The term ‘displaced homemaker’ means an individual who has been providing unpaid services to family members in the home and who:

- a) Has been dependent on the income of another family member but is no longer supported by that income; or
- b) Is the dependent spouse of a member of the Army, Navy, Air Force, Marine Corps, and Coast Guard on active duty and whose family income is significantly reduced because of a deployment, a call or order to active duty pursuant to a provision of law, a permanent change of station, or the service-connected death or disability of the member; and
- c) Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

Distressed Business – Distressed Businesses is a business that may be in a state of financial, managerial, locational and/or operational stress which could result in layoffs.

Drawdown (31 CFR 205.3 (Cash Management Improvement Act)) –The term “drawdown” means any process whereby states and other direct recipients request and receive Federal funds. Drawdown also means any process where Subrecipients request and receive Federal funds from the primary recipient.

E

Economic Development Activities – The term “economic development activities” means policies, and programs of a state, region, or municipality used to create conditions that enable long-term economic growth. These activities often include investments in the generation of new ideas, knowledge transfer, and infrastructure and rely on cooperation between the public and private sectors.

Economic Development Agency - The term “economic development agency” includes a local

planning or zoning commission or board, a community development agency, or another local agency or institution responsible for regulating, promoting, or assisting in local economic development.

Eligible (Eligibility) – The term “eligible (eligibility)” refers to an individual’s status in relation to their ability to receive services provided by the Comprehensive AJCC or AJCC.

Eligible Provider (*WIOA, Section 203(4)*) – The term “eligible provider” means an organization that has demonstrated effectiveness in providing adult education and literacy activities that may include—

- (A) a local educational agency;
- (B) a community-based organization or faith-based organization;
- (C) a volunteer literacy organization;
- (D) an institution of higher education;
- (E) a public or private nonprofit agency;
- (F) a library;
- (G) a public housing authority;
- (H) a nonprofit institution that is not described in any of subparagraphs (A) through (G) and has the ability to provide adult education and literacy activities to eligible individuals;
- (I) a consortium or coalition of the agencies, organizations, institutions, libraries, or authorities described in any of subparagraphs (A) through (H); and
- (J) a partnership between an employer and an entity described in any of subparagraphs (A) through (I).

Employee Benefits – Under the SCSEP program, the term “employee benefits” means benefits offered to participants and includes worker’s compensation, FICA, and a physical exam. Case management and medical coverage are not considered employee benefits.

Employer Association – The term “employer association” means a collective organization of manufacturers, retailers, or other employers of wage labor. Employers' organizations seek to coordinate the behavior of their member companies during negotiations with trade unions or government bodies.

Employment Generating Activities – The term “employment generating activities” means activities that stimulate job creation. Employment Generating Activities are generally disallowed under WIOA except for employer outreach and job development activities that are directly related to training for eligible individuals. These employer outreach and job development activities include:

- a) Contacts with potential employers for the purpose of placement of WIOA participants;
- b) Participation in business associations (such as chambers of commerce); joint labor management committees, labor associations, and resource centers;
- c) WIOA staff participation on economic development boards and commissions, and work with economic development agencies to:
 - i. Provide information about WIOA programs;
 - ii. Assist in making informed decisions about community job training needs; and
 - iii. Promote the use of first source hiring agreements and enterprise zone vouchering services;
- d) Active participation in local business resource centers (incubators) to provide technical assistance to small and new businesses to reduce the rate of business failure;
- e) Subscriptions to relevant publications;
- f) General dissemination of information on WIOA programs and activities;
- g) The conduct of labor market surveys;
- h) The development of on-the-job training opportunities; and
- i) Other allowable WIOA activities in the private sector.

Employment Training Panel (ETP) – The term “Employment Training Panel” means an entity that provides incumbent worker training funding to employers to assist in upgrading the skills of their workers through training that leads to good paying, long-term jobs. The ETP is a funding agency, not a training agency. Businesses determine their own training needs and how to provide training. ETP staff is available to assist in applying for funds and other aspects of participation. For additional information on County's ETP (which is provided through SELACO WDB), visit <http://www.selacowdb.com/business-resources/employment-training-panel/>.

English Language Learner - The term “English language learner” when used with respect to an eligible individual, means an eligible individual who has limited ability in reading, writing,

speaking, or comprehending the English language, and

- a) Whose native language is a language other than English; or
- b) Lives in a family or community environment where a language other than English is the dominant language.

Enrollment – The term “enrollment” means the process whereby an eligible Participant is admitted into the program and begins to receive services at Comprehensive AJCCs or AJCCs.

Equipment (*Uniform Guidance, 2 CFR 200.22*) – The term “equipment” means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. See also Sec. 200.12 Capital assets, 200.20 Computing devices, 200.48 General purpose equipment, 200.58 Information technology systems, 200.89 Special purpose equipment, and 200.94 Supplies.

Excess Property (*Uniform Guidance, 2 CFR 200.312*) – The term “excess property” means property under the control of the DOL that, as determined by the Secretary of Labor, is no longer required for its needs or the discharge of its responsibilities.

Exempt Property. (*Uniform Guidance, 2 CFR 200.313*) – The term “exempt property” means tangible personal property acquired in whole or in part with Federal funds, where the DOL has statutory authority to vest title in the recipient without further obligation to the Federal government.

Expenditures (*Uniform Guidance, 2 CFR 200.34*) – The term “expenditures” means charges made by a non-Federal entity to a project or program for which a Federal award was received.

(a) The charges may be reported on a cash or accrual basis, as long as the methodology is disclosed and is consistently applied.

(b) For reports prepared on a cash basis, expenditures are the sum of:

(1) Cash disbursements for direct charges for property and services;

(2) The amount of indirect expense charged;

(3) The value of third-party in-kind contributions applied; and

(4) The amount of cash advance payments and payments made to

Subrecipients.

(c) For reports prepared on an accrual basis, expenditures are the sum of:

- (1) Cash disbursements for direct charges for property and services;
- (2) The amount of indirect expense incurred;
- (3) The value of third-party in-kind contributions applied; and
- (4) The net increase or decrease in the amounts owed by the non-Federal entity for:
 - (i) Goods and other property received;
 - (ii) Services performed by employees, contractors, Subrecipients, and other payees; and
 - (iii) Programs for which no current services or performance are required such as annuities, insurance claims, or other benefit payments.

Expungement Assistance - The term “expungement assistance” means a service, which provides legal assistance for record expungement, court orders, traffic citations which entails Comprehensive AJCCs or AJCCs working with legal aid to clear criminal records, thus supporting job placement.

F

Federal Audit Clearinghouse (FAC) (*Uniform Guidance, 2 CFR 200.36*) – The term “federal audit clearinghouse” means the clearinghouse designated by OMB as the repository of record where non-Federal entities are required to transmit the reporting packages required by Subpart F--Audit Requirements of the Uniform Guidance. The mailing address of the FAC is Federal Audit Clearinghouse, Bureau of the Census, 1201

E. 10th Street, Jeffersonville, IN 47132 and the web address is: <http://harvester.census.gov/sac/>. Any future updates to the location of the FAC may be found at the OMB Web site.

Federal Award (*Uniform Guidance, 2 CFR 200.38*) – The term “federal award” has the meaning, depending on the context, in either paragraph (a) or (b) of this section:

(a)(1) The Federal financial assistance that a non-Federal entity receives directly from a Federal awarding agency or indirectly from a pass-through entity, as described in Sec.

200.101 Applicability; or

(2) The cost-reimbursement contract under the Federal Acquisition Regulations that a non-Federal entity receives directly from a Federal awarding agency or indirectly from a pass-through entity, as described in Sec. 200.101 Applicability.

(b) The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of Sec. 200.40 Federal financial assistance, or the cost-reimbursement contract awarded under the Federal Acquisition Regulations.

(c) Federal award does not include other contracts that a Federal agency uses to buy goods or services from a contractor or a contract to operate Federal government owned, contractor operated facilities (GOCOs).

(d) See also definitions of Federal financial assistance, grant agreement, and cooperative agreement.

Federal Award Date (*Uniform Guidance, 2 CFR 200.39*) – The term “federal award date” means the date when the Federal award is signed by the authorized official of the Federal awarding agency.

Federal Awarding Agency (*Uniform Guidance, 2 CFR 200.37*) – The term “federal awarding agency” means the Federal agency that provides a Federal award directly to a non-Federal entity.

Federal Interest (*Uniform Guidance, 2 CFR 200.41*) – The term “federal interest” means, for purposes of Sec. 200.329 Reporting on real property or when used in connection with the acquisition or improvement of real property, equipment, or supplies under a Federal award, the dollar amount that is the product of the:

(a) Federal share of total project costs; and

(b) Current fair market value of the property, improvements, or both, to the extent the costs of acquiring or improving the property were included as project costs.

Federal Program (*Uniform Guidance, 2 CFR 200.41*) – The term “federal program” means:

- (a) All Federal awards which are assigned a single number in the CFDA.
- (b) When no CFDA number is assigned, all Federal awards to non-Federal entities from the same agency made for the same purpose should be combined and considered one program.
- (c) Notwithstanding paragraphs (a) and (b) of this definition, a cluster of programs. The types of clusters of programs are:
 - (1) Research and development (R&D);
 - (2) Student financial aid (SFA); and
 - (3) “Other clusters,” as described in the definition of Cluster of Programs.

Federal Share (*Uniform Guidance, 2 CFR 200.43*) – The term “federal share” means the portion of the total project costs that are paid by Federal funds.

Final Cost Objective (*Uniform Guidance, 2 CFR 200.44*) - The term “final cost objective” means a cost objective which has allocated to it both direct and indirect costs and, in the non-Federal entity's accumulation system, is one of the final accumulation points, such as a particular award, internal project, or other direct activity of a non-Federal entity. See also Sec. 200.28 Cost objective and 200.60 Intermediate cost objective.

Final Determination (State Directive WIAD01-3) – The term “final determination” means the awarding agency's final decision to disallow the cost and the status of nonmonetary (administrative) findings.

Financial Literacy Education – The term “financial literacy education” means training including, but not limited to, budgeting and managing credit, student loans, consumer debt, and identity theft security with those specified academic areas. Financial literacy education is an essential component of preparing individuals to manage money, credit, and debt, and of becoming responsible workers, heads of households, investors, entrepreneurs, business leaders, and citizens.

Fiscal Year - The term “fiscal year” means the time period which begins on July 1 and concludes on June 30 of the following year. In the context of County's programs, this term can be used interchangeably with “program year”.

Fixed Amount Awards (*Uniform Guidance, 2 CFR 200.45*) – The term “fixed amount awards” means a type of grant agreement under which the Federal awarding agency or pass-through entity provides a specific level of support without regard to actual costs incurred under the Federal award. This type of Federal award reduces some of the administrative burden and record-keeping requirements for both the non-Federal entity and Federal awarding agency or pass-through entity. Accountability is based primarily on performance and results. See Sec. 200.201 Use of grant agreements (including fixed amount awards), cooperative agreements, and contracts, paragraph (b) and 200.332 Fixed amount Subawards.

Follow-up – *Defined for WIOA Programs*, the term “follow-up” means post-program documentation to ascertain the employment and/or education status of Participants, using the State’s Labor Exchange System (currently CalJOBS), or successor system, for all exited Participants once a quarter, for 12 months after program exit.

Defined for Title V SCSEP, the term “follow-up” means post-program documentation for Participants placed into unsubsidized employment to determine whether they are still employed and to make certain that Participants receive any follow-up services they may need to ensure employment retention.

Follow-up Services – The term “follow-up services” means post-program services that must be offered, as appropriate, for Participants who are placed in unsubsidized employment through the Adult, Dislocated Worker, SCSEP and Veterans’ Program for up to 12 months after the first day of employment. Such services include, but are not limited to, referrals to community resources and medical services, tutoring, and Supportive Services to help in retaining employment. For the WIOA Youth program, all youth Participants, regardless of whether or not they are placed in unsubsidized employment, must be offered follow-up services, as appropriate, for a minimum duration of 12 months.

G

General Purpose Equipment (*Uniform Guidance, 2 CFR 200.48*) – The term “general purpose equipment” means equipment which is not limited to research, medical, scientific or other technical activities. Examples include office equipment and furnishings, modular offices, telephone networks, information technology equipment and systems, air conditioning equipment, reproduction and printing equipment, and motor vehicles. See also Equipment and Special Purpose Equipment.

Generally Accepted Accounting Principles (GAAP) (*Uniform Guidance, 2 CFR 200.49*) – The term “generally accepted accounting principles” has the meaning specified in accounting standards issued by the Government Accounting Standards Board (GASB) and the Financial Accounting Standards Board (FASB).

Generally Accepted Government Auditing Standards (GAGAS) (*Uniform Guidance, 2 CFR 200.50*) - The term “generally accepted government auditing standards” means generally accepted government auditing standards issued by the Comptroller General of the United States, which are applicable to financial audits.

Gender-Responsive – The term “gender responsive” means the creation of an environment through site selection, staff selection, program development, content, and material that reflects an understanding of the realities of women’s lives and provides a strength-based approach to addressing the poverty, race, class, gender inequality and other cultural factors that affect women’s lives and experiences. {Bloom, B., and Covington, S. (2000). *Gendered justice: Programming for women in correctional settings*. American Society of Criminology, San Francisco, CA, p. 11.}.

Grant Agreement (*Uniform Guidance, 2 CFR 200.51*) – The term “grant agreement” means a legal instrument of financial assistance between a Federal awarding agency or pass-through entity and a non-Federal entity that, consistent with 31 U.S.C. 6302, 6304:

(a) Is used to enter into a relationship the principal purpose of which is to transfer anything of value from the Federal awarding agency or pass-through entity to the non-Federal entity to carry out a public purpose authorized by a law of the United States (see 31 U.S.C. 6101(3)); and not to acquire property or services for the Federal awarding agency or pass-through entity’s direct benefit or use;

(b) Is distinguished from a cooperative agreement in that it does not provide for substantial involvement between the Federal awarding agency or pass-through entity and the non-Federal entity in carrying out the activity contemplated by the Federal award.

(c) Does not include an agreement that provides only:

(1) Direct United States Government cash assistance to an individual;

(2) A subsidy;

(3) A loan;

(4) A loan guarantee; or

(5) Insurance.

Grantee (*WIOA Regulations 20 CFR 675.300*) – The term “grantee” means the direct recipient of grant funds from the Department of Labor under a grant or grant agreement. A grantee may also be referred to as a recipient.

H

High Growth Sectors – The term “high growth sector” means an expanding sector of an industry, or one growing faster than the overall economy, or performing better, or expected to perform better, than other sectors within the industry, the wider market, or other economies.

Homeless – The term “homeless” means an individual who lacks a fixed, regular, and adequate residence. Examples of individuals who would fall under this definition are listed below:

- a) Individuals sharing housing due to loss of housing, economic hardship or a similar reason;
- b) Individuals living in motels, hotels, trailer parks, or camp grounds due to lack of alternative accommodations;
- c) Individuals living in emergency or transitional shelters;
- d) Individuals abandoned in hospitals;
- e) Individuals awaiting foster care placement;
- f) Individuals whose primary nighttime residence is not ordinarily used as a regular sleeping accommodation (e.g. park benches, etc.);
- g) Individuals living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations; or
- h) Migratory Individuals living in any of the above situations.

I

Improper Payment (*Uniform Guidance, 2 CFR 200.5345*) – The term “improper payment”

means:

(a) Improper payment means any payment that should not have been made or that was made in an incorrect amount (including overpayments and underpayments) under statutory, contractual, administrative, or other legally applicable requirements; and

(b) Improper payment includes any payment to an ineligible party, any payment for an ineligible good or service, any duplicate payment, any payment for a good or service not received (except for such payments where authorized by law), any payment that does not account for credit for applicable discounts, and any payment where insufficient or lack of documentation prevents a reviewer from discerning whether a payment was proper.

Incumbent Worker – The term “incumbent worker” means an employee of a business applying for incumbent worker training funds to up-skill and/or retrain in accordance with WIOA.

Incumbent Worker Training – The term “incumbent worker training” means training designed to meet the special requirements of an employer to retain a skilled workforce by assisting the workers to obtain skills needed to retain employment. Conducted with a commitment by the employer to retain or avert the layoffs of the incumbent worker(s) trained.

In-Demand Industry Sector or Occupation - the term “in-demand industry sector or occupation” means:

- a) An industry sector that has a substantial current or potential impact (including through jobs that lead to economic self-sufficiency and opportunities for advancement) on the state, regional, or local economy, as appropriate, and that contributes to the growth or stability of other supporting businesses, or the growth of other industry sectors; or
- b) An occupation that currently has or is projected to have a number of positions (including positions that lead to economic self-sufficiency and opportunities for advancement) in an industry sector so as to have a significant impact on the state, regional, or local economy, as appropriate.

The determination of whether an industry sector or occupation is in-demand, shall be made by the state board or local board, as appropriate, using state and regional business and labor market projections, including the use of labor market information.

Indirect (Facilities & Administrative (F&A)) Costs (*Uniform Guidance, 2 CFR 200.5645*) – The term “indirect costs” mean those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. To facilitate equitable

distribution of indirect expenses to the cost objectives served, it may be necessary to establish a number of pools of indirect (F&A) costs. Indirect (F&A) cost pools should be distributed to benefitted cost objectives on bases that will produce an equitable result in consideration of relative benefits derived.

Indirect Cost Rate Proposal (*Uniform Guidance, 2 CFR 200.5745*) – The term “indirect cost rate proposal” means the documentation prepared by a non-Federal entity to substantiate its request for the establishment of an indirect cost rate as described in Appendix III to Part 200--Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Institutions of Higher Education (IHEs) through Appendix VII to Part 200--States and Local Government and Indian Tribe Indirect Cost Proposals of this Part.

Individual Employment Plan/Individual Service Strategy (IEP/ISS) - *Defined for WIOA Programs, the term “individual employment plan (IEP) means an individual plan for adults, dislocated workers and youth which includes an employment goal (including consideration of nontraditional employment), appropriate achievement objectives and the appropriate combination of training and support services for the participant based on the objective assessment. IEP/ISS also refers to the actual “living document” of employer or services strategy plan within the CalJOBS system.*

Defined for Title V SCSEP, the term “individual employment plan (IEP)” means a plan for a participant that includes an employment goal, achievement of objectives, and appropriate sequence of services for the participant based on an assessment conducted by the contractor or sub-contractor and jointly agreed upon by the participant.

Individual with a Disability – The term “individual with disability” means individuals who have disabilities as defined in the Americans with Disabilities Act. The Americans with Disabilities Act (ADA) has a three-part definition of "disability" that reflects the specific types of discrimination experienced by people with disabilities. Accordingly, it is not the same as the definition of disability in other laws, such as state workers' compensation laws or other federal or state laws that provide benefits for people with disabilities and disabled veterans. Under the ADA, an individual with a disability is a person who:

- a) Has a physical or mental impairment that substantially limits one or more major life activities;
- b) Has a record of such an impairment; or
- c) Is regarded as having such an impairment.

Individual Trauma – The term “individual trauma” means the results from an event, series of events, or set of circumstances that is experienced by an individual as physically or emotionally harmful or life threatening and that has lasting adverse effects on the individual’s functioning and mental, physical, social, emotional, or spiritual well-being.

Individualized Career Services – The term “individualized career services” means services that, if Comprehensive AJCC or AJCC staff determine are appropriate for an individual to obtain or retain employment, must be made available to the individual. Comprehensive AJCC or AJCC staff may use recent previous assessments by partner programs to determine if individualized career services would be appropriate. These services include:

- a) Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers, which may include:
 - i. Diagnostic testing and use of other assessment tools; and
 - ii. In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals;
- b) Development of an individual employment plan, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve his or her employment goals, including the list of, and information about, eligible training providers;
- c) Group and/or individual counseling and mentoring;
- d) Career planning (e.g. case management);
- e) Short-term pre-vocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct to prepare individuals for unsubsidized employment or training, in some instances pre-apprenticeship programs may be considered as short-term prevocational services;
- f) Internships and work experiences that are linked to careers ;
- g) Workforce preparation activities that help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and self- management skills, including competencies in utilizing resources, using information, working with others, understanding systems, and obtaining skills necessary for successful transition into and completion of postsecondary education, or training, or employment;
- h) Financial literacy services;
- i) Out-of-area job search assistance and relocation assistance; and
- j) English language acquisition and integrated education and training programs.

Industry Business Council – The term “industry business council” means a group of business-minded individuals interested in expanding the influence of business by working together on common issues.

Industry or sector partnership - the term “industry or sector partnership” means a workforce collaborative, convened by or acting in partnership with a state board or local board, that:

- a) Organizes key stakeholders in an industry cluster into a working group that focuses on the shared goals and human resources needs of the industry cluster and that includes, at the appropriate stage of development of the partnership:
 - i. Representatives of multiple businesses or other employers in the industry cluster, including small and medium-sized employers when practicable;
 - ii. 1 or more representative(s) of a recognized state labor organization or central labor council, or another labor representative, as appropriate; and
 - iii. 1 or more representative(s) of an institution of higher education with, or another provider of, education or training programs that support the industry cluster; and
- b) May include representatives of:
 - i. State or local government;
 - ii. State or local economic development agencies;
 - iii. State boards or local boards, as appropriate;
 - iv. A state workforce agency or other entity providing employment services;
 - v. Other state or local agencies;
 - vi. Business or trade associations;
 - vii. Economic development organizations;
 - viii. Nonprofit organizations, community-based organizations, or intermediaries;
 - ix. Philanthropic organizations;
 - x. Industry associations; and
 - xi. Other organizations, as determined to be necessary by the members comprising

the industry or sector partnership.

Initial assessment – The term “initial assessment” means a service utilized by Comprehensive AJCC or AJCC staff to determine skill levels of Participants, including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and supportive service needs.

In-School Youth – Under the WIOA Youth program, the term “in-school youth” means a youth enrolled in a secondary school program, and who is seeking a secondary school diploma. Additionally, an In-School Youth means an individual who is:

- a) Attending school (as defined by State law), including secondary and post- secondary school;
- b) Not younger than age 14 or (unless an individual with a disability who is attending school under State law) older than age 21 at the time of enrollment in WIOA (age eligibility is based on age at enrollment, therefore participants may continue to receive services beyond the age of 21 once they are enrolled in the program);
- c) A low-income individual; and
- d) Have one or more of the following 8 barriers:
 - i. Basic skills deficient;
 - ii. An English language learner;
 - iii. An offender;
 - iv. A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), a homeless child or youth (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))) or a runaway;
 - v. In foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement;
 - vi. A youth who is pregnant or parenting;
 - vii. A youth who is an individual with a disability;
 - viii. An individual who requires additional assistance* to complete an educational program or to secure or hold employment. (WIOA Sec. 129(a)(1)(C)). *Requires Additional Assistance - Under WIOA, no more than 5 percent of In-School youth enrolled in a given program year may be found eligible based solely on meeting the criterion, “requires additional assistance.”

In-Service Training - The term “in-service training” means a training given to employees during the course of employment that takes place while employed. It often connotes employees being trained with their employment peer group and discussing their work and/or training with others

in their peer group.

Information-Only Service – under the Adult and Dislocated Worker programs, the term “information-only service” means the following:

- a) Provide readily available information that does not require an assessment by a staff member of the individual’s skills, education, or career objectives.
- b) May include both self-service basic career services and staff-assisted basic career services.
 - a. Both are designed to inform and educate an individual about the labor market and to enable an individual to identify his or her employment strengths, weaknesses, and range of appropriate services.
 - b. Basic career services that require significant staff involvement are not considered information-only services or activities.

Information Technology Systems (*Uniform Guidance, 2 CFR 200.58*) – The term “information technology systems” means computing devices, ancillary equipment, software, firmware, and similar procedures, services (including support services), and related resources. See also Sec. 200.20 Computing devices and 200.33 Equipment.

Initial Determination (State Directive WIAD01-3) - A preliminary decision on whether to allow or disallow questioned costs and resolve nonmonetary findings.

Institution of higher education - the term “institution of higher education” means an educational institution in any State that:

- a) Admits as regular students only persons having a certificate of graduation from a school providing secondary education, or the recognized equivalent of such a certificate;
- b) Is legally authorized within such State to provide a program of education beyond secondary education;
- c) Provides an educational program for which the institution awards a bachelor’s degree or provides not less than a 2- year program that is acceptable for full credit toward such a degree, or awards a degree that is acceptable for admission to a graduate or professional degree program, subject to review and approval by the Secretary;
- d) Is a public or other nonprofit institution; and
- e) Is accredited by a nationally recognized accrediting agency or association, or if not so accredited, is an institution that has been granted pre-accreditation status by such an agency or association that has been recognized by the Secretary for the granting of pre-accreditation status, and the Secretary has determined that there is satisfactory

assurance that the institution will meet the accreditation standards of such an agency or association within a reasonable time.

Intake Form –Subrecipient shall create and/or maintain a public-facing “intake form” (survey) whereby interested businesses can proactively solicit assistance from subrecipient for BTA services. Intake form data shall be documented in the designated CRM.

Intangible Property (*Uniform Guidance, 2 CFR 200.59*) - means property having no physical existence, such as trademarks, copyrights, patents and patent applications and property, such as loans, notes and other debt instruments, lease agreements, stock and other instruments of property ownership (whether the property is tangible or intangible).

Integrated education and training - The term “integrated education and training” means a service approach that provides adult education and literacy activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or occupational cluster for the purpose of educational and career advancement.

Integrated Services Delivery (ISD) Model – The term “integrated service delivery (ISD) model” represents the delivery of “one-stop” workforce services in a manner that aligns all of the resources of participating partners to seamlessly address the training and employment needs of system Participants and Employers. ISD is intended to reduce duplication and administrative burdens in order to provide a better match between job seekers and employers through more coordinated screening, assessment, skill development, and skill certification opportunities related to the need of employers and economies. The goal is more people obtaining and retaining jobs, and receiving better wages. The ISD Model framework includes the core principles of a common customer pool, common customer flow, and common staffing.

Intermediate Cost Objective (*Uniform Guidance, 2 CFR 200.60*) – The term “intermediate cost objective” means a cost objective that is used to accumulate indirect costs or service center costs that are subsequently allocated to one or more indirect costpools or final cost objectives. See also Sec. 200.28 Cost objective and Sec. 200.44 Finalcost objective.

Internal Controls (*Uniform Guidance, 2 CFR 200.61*) – The term “internal controls” means a process, implemented by a non-Federal entity, designed to provide reasonable assurance regarding the achievement of objectives in the following categories:

- (a) Effectiveness and efficiency of operations;
- (b) Reliability of reporting for internal and external use; and
- (c) Compliance with applicable laws and regulations.

Internal Control Over Compliance Requirements For Federal Awards (*Uniform Guidance, 2 CFR 200.62*) – The term “internal control over compliance requirements for federal awards” means a process implemented by a non-Federal entity designed to provide reasonable assurance regarding the achievement of the following objectives for Federal awards:

(a) Transactions are properly recorded and accounted for, in order to:

(1) Permit the preparation of reliable financial statements and Federal reports;

(2) Maintain accountability over assets; and

(3) Demonstrate compliance with Federal statutes, regulations, and the terms and conditions of the Federal award;

(b) Transactions are executed in compliance with:

(1) Federal statutes, regulations, and the terms and conditions of the Federal award that could have a direct and material effect on a Federal program; and

(2) Any other Federal statutes and regulations that are identified in the Compliance Supplement; and

(c) Funds, property, and other assets are safeguarded against loss from unauthorized use or disposition.

Interview Techniques – The term “interview techniques” means expert advice to job seeker on how to respond to various questions designed to gather information on the suitability of a candidate to fill a job opening and what to do after the interview is over.

Invitation for Bid (IFB) (*Uniform Guidance, 2 CFR 200.319*) – the “invitation for bid” means all documents, whether attached or incorporated by reference, used in soliciting bids.

J

Job Matching – The term “job matching” specifies how job seeker’s attribute values such as skills; education, experience, work habits etc. are matched to specific job/position requirements.

Job Identification – The term “job identification” means the process of collecting the specific description of a position, along with skills required to perform the individual tasks of the position into a document. This process is used at the outset of the recruiting process to define when a new position is needed and to outline what the position entails.

Job Ready – Under the SCSEP, the term “job ready” refers to individuals who do not require further education or training to perform work that is available in their labor market.

Job Readiness Training - The term “job readiness training” means a measurable increase in work readiness skills such as soft skills, including world-of-work awareness, labor market knowledge, occupational information, values clarification and personal understanding, career planning and decision making, and job search techniques (resumes, interviews, applications and follow-up letters).

Job Retention – The term “job retention” means the ability to keep a job for an extended period of time which shows that a worker has the skills to fit into the workplace and succeed in a job.

Job Search Assistance – The term “job search assistance” means a training, which provides the customer with the instruction and necessary skill to obtain full time employment. These skills may include resume writing, interviewing skills, telephone techniques, and job acquisition skills.

Job Shadowing – The term “job shadowing” means an unpaid short-term activity offered by an employer who agrees to engage a student to follow or “shadow” them throughout their work day, providing insight on the duties and skills of the position, and information on career tracks.

L

Labor Market Area - The term “labor market area” means an economically integrated geographic area within which individuals can reside and find employment within a reasonable distance or can readily change employment without changing their place of residence. Such an area shall be identified in accordance with criteria used by the Bureau of Labor Statistics of the Department of Labor in defining such areas or similar criteria established by a Governor.

Labor Market Information (LMI) – The term “labor market information (LMI)” means the four major areas of information, which include national job trends (including supply and demand), local job opportunities, education and skill requirements for jobs, and job seeking skills (writing resumes, job interview techniques, etc.).

Labor Organization – The term “labor organization” means an organized association of workers, often in a trade or profession, formed to protect and further their rights and interests.

Lay-Off Aversion - The term “lay-off aversion” means an allowable activity under the Rapid Response Program. When companies are at-risk of laying off workers, there are activities that can be done or changes that can be made to reduce the number of positions that will be laid off or completely avoid the layoff altogether. The purpose of Layoff Aversion is to provide a flexible and responsible response to the needs of the business community.

Leasehold Improvements (GAAP) – means improvements to leased property made by the lessee that usually revert to the lessor at the end of the life of the lease. If the lessee constructs new buildings on the land or reconstructs and improves existing buildings, the lessee has the right to use such facilities during the life of the lease, but they become the property of the lessor when the lease expires.

Limited English Proficiency (LEP) – The term “limited English proficiency (LEP)” refers to an individual with limited ability to read, write, speak or understand the English language.

Literacy - The term “literacy” means an individual’s ability to read, write, and speak in English, compute, and solve problems, at levels of proficiency necessary to function on the job, in the family of the individual, and in society.

Local Area (WIOA, Section 3(32)) – The term “local area” means a local workforce investment area designated under section 106, subject to sections 106(c)(3)(A), 107(c)(4)(B)(i), and 189(i).

Local Board (WIOA Regulations 20 CFR 675.300) – The term “local board” means a Local Workforce Development Board established under WIOA sec. 107, to set policy for the local workforce investment system.

Local Government (Uniform Guidance, 2 CFR 200.64) – The term “local government” means any unit of government within a state, including a:

- (a) County;
- (b) Borough;
- (c) Municipality;
- (d) City;

(e) Town;

(f) Township;

(g) Parish;

(h) Local public authority, including any public housing agency under the United States Housing Act of 1937;

(i) Special district;

(j) School district;

(k) Intrastate district;

(l) Council of governments, whether or not incorporated as a nonprofit corporation under state law; and

(m) Any other agency or instrumentality of a multi-, regional, or intra-state or local government.

Local Plan (*WIOA, Section 3(35)*).—The term “local plan” means a plan submitted under section 108 of WIOA, subject to section 106(c)(3)(B).

Local Workforce Development Area (LWDA) – The term “local workforce development area (LWDA)” means a service delivery area designated by the State under Workforce Innovation and Opportunity Act (WIOA) . Factors that are considered in designating these LWDAs include geographic location, population, and commonality of labor market areas.

Low Employment Prospects – Under the SCSEP, the term “low employment prospects” means the likelihood that an individual will not obtain employment without the assistance of the SCSEP or another workforce development program. Persons with low employment prospects have a significant barrier to employment may include but are not limited to : Lacking a substantial employment history, basic skills, and/or English –language proficiency; lacking a high school diploma or the equivalent; having a disability; being homeless; or residing in socially and economically isolated rural or urban areas where employment opportunities are limited.

Low income individual - The term “low-income individual” means an individual who:

- a) receives, or in the past 6 months has received, or is a member of a family that is receiving or in the past 6 months has received, assistance through the supplemental nutrition assistance program, the program of block grants to states for temporary assistance for needy families program, or the supplemental security income program, or state or local income-based public assistance;
- b) is in a family with total family income that does not exceed the higher of—
 - i. The poverty line; or
 - ii. 70 percent of the lower living standard income level;
- c) is a homeless individual, or a homeless child or youth;
- d) Receives or is eligible to receive a free or reduced price lunch;
- e) Is a foster child on behalf of whom State or local government payments are made; or
- f) Is an individual with a disability whose own income meets the income requirement of clause (b), but who is a member of a family whose income does not meet this requirement.

M

Major Program (*Uniform Guidance, 2 CFR 200.65*) – The term “major program” means a Federal program determined by the auditor to be a major program in accordance with

Sec. 200.518 Major program determination or a program identified as a major program by a Federal awarding agency or pass-through entity in accordance with Sec. 200.503 Relation to other audit requirements, paragraph (e).

Micro-Purchase (*Uniform Guidance, 2 CFR 200.67*) – The term “micro-purchase” means a purchase of supplies or services using simplified acquisition procedures, the aggregate amount of which does not exceed the micro-purchase threshold. Micro-purchase procedures comprise a subset of a non-Federal entity's small purchase procedures. The non-Federal entity uses such procedures in order to expedite the completion of its lowest-dollar small purchase transactions and minimize the associated administrative burden and cost. The micro-purchase threshold is set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1 (Definitions). It is \$3,000 except as otherwise discussed in Subpart

2.1 of that regulation, but this threshold is periodically adjusted for inflation.

Modified Total Direct Cost (MTDC) (*Uniform Guidance, 2 CFR 200.68*) – The term “modified total direct cost” means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and Subawards and subcontracts up to the first

\$25,000 of each Subaward or subcontract (regardless of the period of performance of the Subawards and subcontracts under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each Subaward and subcontract in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

Management Decision (*Uniform Guidance, 2 CFR 200.6664*) – The term “management decision” means the evaluation by the Federal awarding agency or pass-through entity of the audit findings and corrective action plan and the issuance of a written decision to the auditee as to what corrective action is necessary.

Management Report – Under the SCSEP, the term “management report” means data to be used in conjunction with the Quarterly Progress Report (QPR), to review and evaluate the quality of the information in your database, understand the characteristics of participants, manage the SCSEP Program, and improve the quality of services.

Mandated Partners – The term “mandated partners” means the partners required by WIOA for Comprehensive AJCCs and AJCCs. These partners:

- a) Provide access through the Comprehensive AJCC and AJCC system to such program or activities carried out by the entity that are applicable to the program or activities available at the Comprehensive AJCC or AJCC (in addition to any other appropriate locations);
- b) Use a portion of the funds available for the program and activities to maintain the Comprehensive AJCC or AJCC “one-stop” system, including payment of the infrastructure costs;
- c) Enter into a local memorandum of understanding with the Local Board, relating to the operation of the system;
- d) Participate in the operation of the “one-stop” system consistent with the terms of the memorandum of understanding, the requirements of this title, and the requirements of the Federal laws authorizing the program or activities; and
- e) Provide representation on the State Board.

Market Price - The term “market price” means the price currently established in the usual and

ordinary course of trade between buyers and vendors (sellers) and for which the parties free to bargain. The price must be established from sources independent of the vendor.

Mass Layoff – The term “mass layoff” means an employment loss at the employment site during any 30-day period for 500 or more employees, or for 50-499 employees if they make up at least 33% of the employer's active workforce.

Micro-Purchase (*Uniform Guidance, 2 CFR 200.67*) – The term “micro-purchase” means a purchase of supplies or services using simplified acquisition procedures, the aggregate amount of which does not exceed the micro-purchase threshold. Micro-purchase procedures comprise a subset of a non-Federal entity's small purchase procedures. The non-Federal entity uses such procedures in order to expedite the completion of its lowest-dollar small purchase transactions and minimize the associated administrative burden and cost. The micro-purchase threshold is set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1 (Definitions). It is \$3,000 except as otherwise discussed in Subpart

2.1 of that regulation, but this threshold is periodically adjusted for inflation.

Modified Positions – Under the SCSEP program, the term “modified positions” means the number of authorized positions is modified to account for higher state minimum wages in the SCSEP program.

Modified Total Direct Cost (MTDC) (*Uniform Guidance, 2 CFR 200.68*) – The term “modified total direct cost” means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and Subawards and subcontracts up to the first

\$25,000 of each Subaward or subcontract (regardless of the period of performance of the Subawards and subcontracts under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each Subaward and subcontract in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

MOU (*WIOA Section 121*) – The term “MOU” means Memorandum of Understanding.

Most-in-Need – Under the SCSEP Program, the term “most-in need” means service to participants who meet any of the following characteristics: have a severe disability; are frail; are aged seventy-five (75) or older; meet the eligibility requirements related to age for, but do not receive, the benefits under Title II of the Social Security Act; live in an area with persistent unemployment and are individuals with severely limited employment prospects; have LEP; have low literacy skills; have a disability; reside in a rural area; are

veterans; have low employment prospects; have failed to find employment after utilizing

services provided under Title I of WIOA; or are homeless or at risk of homelessness

N

Negotiated Procurement (a/k/a Competitive Proposal Procurements) (*Uniform Guidance, 2 CFR 200.320(d)*) – The term “negotiated procurement” means a process similar to the competitive sealed bidding procurements except that offerors and the awarding agency discuss or negotiate aspects of the proposal, such as price. Negotiations are held with all offerors in the competitive range based upon the evaluation factors set out in the RFP.

Non-Federal Entity (*Uniform Guidance, 2 CFR 200.69*) – The term “non-federal entity” means a state, local government, Indian tribe, institution of higher education (IHE), or nonprofit organization that carries out a Federal award as a recipient or Subrecipient.

Nonmonetary Finding (*State Directive WIAD01-3*) – The term “nonmonetary finding” means an audit conclusion concerning deficiencies in the auditee’s management or financial controls, procedures or systems.

Nonprofit Organization (*Uniform Guidance, 2 CFR 200.70*) – The term “nonprofit organization” means any corporation, trust, association, cooperative, or other organization, not including IHEs, that:

- (a) Is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest;
- (b) Is not organized primarily for profit; and
- (c) Uses net proceeds to maintain, improve, or expand the operations of the organization.

Nontraditional Employment - The term “nontraditional employment” refers to occupations or fields of work, for which individuals from the gender involved comprise less than 25 percent of the individuals employed in each such occupation or field of work.

Non-Worker Adjustment and Retraining Notification (non- WARN) – Under the Rapid Response Program, the term “non-worker adjustment and retraining notification (non- WARN)” means a designation of a status for any business reporting closure or reduction-in-force via any means, not required by federal law to submit a WARN. These businesses can be any size and the layoff is considered non-WARN when it is of less than 50 employees.

O

Objective Assessment - The term “objective assessment” means an assessment of the academic levels, skill levels, and service needs of each Participant, which includes a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes (including interests and aptitudes for nontraditional jobs), supportive service needs, and developmental needs of Participants, for the purpose of identifying appropriate services and career pathways for Participants.

Obligations (*Uniform Guidance, 2 CFR 200.71*) - The term “obligations” means when used in connection with a non-Federal entity's utilization of funds under a Federal award, obligations means orders placed for property and services, contracts and Subawards made, and similar transactions during a given period that require payment by the non- Federal entity during the same or a future period.

Occupational Cluster - The term “occupational cluster” means groupings of careers that are similar based on required skills, knowledge, duties, and education and working environments.

Occupational Skills Training – The term “occupational skills training” means imparting to the job seeker the actual tasks and technical skills required by certain occupational fields at entry, intermediate or advanced levels, as well as the use of set-up procedures, safety measures, work-related terminology, record keeping and paperwork formats, tools, equipment and materials, and breakdown and clean-up routines.

Offender - The term “offender” means an adult or juvenile who:

- a) Is or has been subject to any stage of the criminal justice process, and for whom services under this act may be beneficial; or
- b) Requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

Offeror – The term “offeror” means a person that submits a proposal in response to a Request for Proposal.

Office of Management and Budget (OMB) (*Uniform Guidance, 2 CFR 200.72*) - means the Executive Office of the President, Office of Management and Budget.

On-the-Job Training (OJT) – The term “on-the-job training (OJT)” means training by an employer that is provided to a Participant while engaged in productive work that:

- a) Provides knowledge or skills essential to the full and adequate performance of the job;
- b) Provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, for the extraordinary costs of providing the training and additional supervision related to the training; and
- c) Is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant and the service strategy of the participant, as appropriate.

One-Stop Center (*WIOA, Section 3(40)*) – The term “one-stop center” means a site described in section 121(e)(2).

One-Stop Operator (*WIOA, Section 3(41)*) – The term “one-stop operator” means 1 or more entities designated or certified under WIOA Section 121(d).

One-Stop System – The term “one-stop system”, also known as America’s Job Center of California (AJCC) System in Los Angeles County, includes Comprehensive AJCCs and AJCCs. This system improves job and career options for our nation’s workers and jobseekers through an integrated, job-driven public workforce system that links diverse talent to businesses. It supports the development of strong, vibrant regional economies where businesses thrive and people want to live and work.

One-Stop Partner (*WIOA, Section 3(42)*) – The term “one-stop partner” means—

(A) an entity described in section 121(b)(1); and

(B) an entity described in section 121(b)(2) that is participating, with the approval of the local board and chief elected official, in the operation of a one-stop delivery system.

One-Stop Partner Program (*WIOA, Section 3(43)*) – The term “one-stop partner program” means a program or activities described in section 121(b) of a one-stop partner.

Operating Lease (*GAAP*) – The term “operating lease” means a lease that does not qualify as a capital lease.

Out-of-School Youth – Under the WIOA Youth Program, the term “out-of-school youth” means an individual who is:

- a) Not attending any secondary or post-secondary school (not including Title II Adult Education, Job Corps, Youth Build, or charter schools with federal and state workforce partnerships);
- b) Not younger than age 16 or older than age 24 at the time of enrollment (age eligibility is based on age at enrollment in WIOA; therefore, participants may continue to receive services beyond the age of 24 once they are enrolled in the program); and;
- c) Has one or more of the following 9 barriers:
 - i. A school dropout;
 - ii. A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter. (Note that, “school year quarter” is defined by the local school district calendar. In cases where schools do not use quarters, local programs must use calendar year quarters);
 - iii. A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English language learner;
 - iv. An offender;
 - v. A homeless individual or runaway;
 - vi. an individual who is in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act, or an individual who is in an out-of-home placement;
 - vii. An individual who is pregnant or parenting;
 - viii. An individual with a disability; or

A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment. **Outreach** – Subrecipient shall conduct Outreach to Distressed Businesses with WDACS Business Services Manager and Subrecipient and shall implement a “no wrong door” policy with Distressed Businesses. Subrecipient shall conduct Outreach via phone, email and in-person, and other Outreach activities. All Outreach activities shall be recorded in the designated CRM.

Oversight Agency For Audit (*Uniform Guidance, 2 CFR 200.73*) – The term “oversight agency for audit” means the Federal awarding agency that provides the predominant amount of funding directly to a non-Federal entity not assigned a cognizant agency for audit. When there is no direct funding, the Federal awarding agency which is the predominant source of pass-through funding must assume the oversight responsibilities.

P

Participant – The term “participant” means an individual who has been determined to be eligible to participate in and who is receiving services under Adult, Dislocated Worker, Veterans’, SCSEP and Youth@Work programs. In particular, for the WIOA Adult and Dislocated Worker programs, per Section 677.150(a) of WIOA Final Rule, individuals are considered participants when they have received a WIOA service other than self-service or

information-only activities and have satisfied all applicable programmatic requirements for the provision of services. For WIOA Youth, per Section 681.320 of WIOA Final Rule, all of the following must occur in order to be considered a Participant: the collection of information to support an eligibility determination; the provision of an objective assessment; and participation in any of the 14 WIOA Youth program elements.

Participant Wages and Fringe Benefits – In the SCSEP program, the term “participant wages and fringe benefits” means wages paid to participants for hours worked in community service assignments including hours of orientation and training related to a community service assignment. Wages must be at the minimum wage rate (at either State or federal minimum wage, whichever is higher). The current State of California minimum wage is ten (10) dollars per hour. Participants must receive all fringe benefits required by law, including physical examinations, and worker’s compensation.

Partner program - The term “partner program” means required partner programs provided through the system, which include the following:

- a) Career and Technical Education (Perkins);
- b) Community Services Block Grant;
- c) Indian and Native American Programs;
- d) HUD Employment and Training Programs;
- e) Job Corps;
- f) Local Veterans' Employment Representatives and Disabled Veterans' Outreach Program;
- g) National Farmworker Jobs Program;
- h) Senior Community Service Employment Program;
- i) Temporary Assistance for Needy Families (TANF);
- j) Trade Adjustment Assistance Programs;
- k) Unemployment Compensation Programs; and

I) YouthBuild.

Partners – Organizations that address the needs of Distressed Businesses including, but not limited to, partnerships with: AJCCs, governmental agencies, other Workforce Development Boards (WDBs) and localities, Community Based Organizations (CBOs), Economic Development Corporations (EDCs), Chambers and Small Business Development Centers (SBDCs).

Pass-Through Entity (*Uniform Guidance, 2 CFR 200.74*) – The term “pass-through entity” means a non-Federal entity that provides a Subaward to a Subrecipient to carry out part of a Federal program.

Pay-For-Performance Contract Strategy (*WIOA, Section 3(45)*) – The term “pay-for-performance contract strategy” means a procurement strategy that uses pay-for- performance contracts in the provision of training services described in section 134(c)(3) or activities described in section 129(c)(2), and includes—

(A) contracts, each of which shall specify a fixed amount that will be paid to an eligible service provider (which may include a local or national community-based organization or intermediary, community college, or other training provider, that is eligible under section 122 or 123, as appropriate) based on the achievement of specified levels of performance on the primary indicators of performance described in section 116(b)(2)(A) for target populations as identified by the local board (including individuals with barriers to employment), within a defined timetable, and which may provide for bonus payments to such service provider to expand capacity to provide effective training;

(B) a strategy for independently validating the achievement of the performance described in subparagraph (A); and

(C) a description of how the State or local area will reallocate funds not paid to a provider because the achievement of the performance described in subparagraph (A) did not occur, for further activities related to such a procurement strategy, subject to section 189(g)(4).

Performance Goal (*Uniform Guidance, 2 CFR 200.76*) – The term “performance goal” means a target level of performance expressed as a tangible, measurable objective, against which actual achievement can be compared, including a goal expressed as a quantitative standard, value, or rate. In some instances (e.g., discretionary research awards), this may be limited to the requirement to submit technical performance reports (to be evaluated in accordance with agency policy).

Performance Enhancement Plan (PEP) – The term “performance enhancement plan” means a step-by-step plan of action to address non-compliance with contract requirements. The PEP must include an explanation of what prevented specified performance targets being met and

an explanation of what will be done to mitigate the deficiency, including target dates, anticipated milestones; and any identified partners.

Performance Measures – The term “performance measures” means measures designed to quantify the effectiveness and continuous improvement of the One-Stop System throughout all programs funded under the Comprehensive AJCC or AJCC.

Personal Property (*Uniform Guidance, 2 CFR 200.78*) – The term “personal property” means property other than real property. It may be tangible, having physical existence, or intangible.

Personally Identifiable Information (PII) (*Uniform Guidance, 2 CFR 200.79*) – The term “personally identifiable information” means information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. Some information that is considered to be PII is available in public sources such as telephone books, public Web sites, and university listings. This type of information is considered to be Public PII and includes, for example, first and last name, address, work telephone number, email address, home telephone number, and general educational credentials. The definition of PII is not anchored to any single category of information or technology. Rather, it requires a case-by-case assessment of the specific risk that an individual can be identified. Non- PII can become PII whenever additional information is made publicly available, in any medium and from any source, that, when combined with other available information, could be used to identify an individual.

Placement – *Defined for Adult, Dislocated Worker, Title V SCSEP Programs*, the term “placement” means the act of a Participant obtaining unsubsidized employment as a result of participating in the program.

Defined for the Youth@Work Program, the term “placement” means the act of a Participant obtaining unsubsidized employment, entering education or training as a result of participating in the program.

Planning Region (*WIOA, Section 3(48)*) – The term “planning region” means a region described in subparagraph (B) or (C) of section 106(a)(2), subject to section 107(c)(4)(B)(i).

Postsecondary Education – The term “postsecondary education” means a program at an accredited degree-granting institution that leads to an academic degree (e.g., A.A., A.S., B.A., B.S.). Programs offered by degree-granting institutions that do not lead to an academic degree (e.g., certificate programs) do not count as a placement in post-secondary education, but may count as a placement in “advanced training/occupational skills training.”

Pre-Apprenticeship – The term “pre-apprenticeship” means a service designed to prepare individuals to enter and succeed in Registered Apprenticeship programs (registered under the

Act of August 16, 1937 (commonly known as the “National Apprenticeship Act”; 50 Stat.664, chapter 663; 29 U.S.C. 50 et. seq.)) and includes the following elements:

- (A) Training and curriculum that aligns with the skill needs of employers in the economy of the State or region involved;
- (B) Access to educational and career counseling and other supportive services, directly or indirectly;
- (C) Hands-on, meaningful learning activities that are connected to education and training activities, such as exploring career options, and understanding how the skills acquired through coursework can be applied toward a future career;
- (D) Opportunities to attain at least one industry-recognized credential; and
- (E) A partnership with one or more registered apprenticeship programs that assists in placing individuals who complete the pre-apprenticeship program in a registered apprenticeship program.

Prior Approval (2 CFR 200.407) – The term “prior approval” means securing the awarding agency’s permission in advance to incur cost for those items that are designated as requiring prior approval by the circular. Generally, this permission will be in writing. Where an item of cost requiring prior approval is specified in the budget of an award, approval of the budget constitutes approval of that cost.

Priority of Services – The term “priority of services” means the priority given to recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient, when providing individualized career services and training services with WIOA Adult program funds. Veterans and eligible spouses also receive priority of service for all DOL-funded job training programs. Priority shall be in the following order:

- a) Veterans and eligible spouses who are also recipients of public assistance, other low income individuals, or individuals who are basic skills deficient.
- b) Individuals who are the recipient of public assistance, other low income individuals, or individuals who are basic skills deficient.
- c) Veterans and eligible spouses who are not included in WIOA’s priority groups.

- d) Other individuals not included in WIOA's priority groups.

Under the Title V SCSEP, the term "priority of services" means priority to be provided to Participants sixty-five (65) years of age or older; Participants who are Veterans or Spouses of Veterans; Participants with disabilities; Participants with limited English proficiency; Participants with low literacy skills; Participants that reside in a rural area; Participants that have low employment prospects; Participants that have failed to find employment after utilizing services through an America's Job Centers of California; or are homeless or at risk for homelessness.

Under the Youth@Work Program, the term "priority of services" means priority to be provided to Participants with disabilities; Participants who receive, or are a member of a family that receives CalWORKs/TANF/CalLEARN benefits; recipients of General Relief or other public assistance; veterans who otherwise fall within the scope of Youth Program and eligibility requirements; low income Participants; Participants who are basic skills deficient; and Participants designated as Disconnected Youth.

Program Income (*Uniform Guidance, 2 CFR 200.80*) – The term "program income" means gross income earned by the non-Federal entity that is directly generated by a supported activity or earned as a result of the Federal award during the period of performance. (See Sec. 200.77 Period of performance.) Program income includes but is not limited to income from fees for services performed, the use or rental of real or personal property acquired under Federal awards, the sale of commodities or items fabricated under a Federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with Federal award funds. Interest earned on advances of Federal funds is not program income. Except as otherwise provided in Federal statutes, regulations, or the terms and conditions of the Federal award, program income does not include rebates, credits, discounts, and interest earned on any of them.

Program Year - The term "program year" means the time period which begins on July 1 and concludes on June 30 of the following year. In the context of County's programs, this term can be used interchangeably with "fiscal year".

Project Cost (*Uniform Guidance, 2 CFR 200.83*) – The term "project cost" means total allowable costs incurred under a Federal award and all required cost sharing and voluntary committed cost sharing, including third-party contributions.

Property (*Uniform Guidance, 2 CFR 200.81*) – The term "property" means real property or personal property.

Protected Personally Identifiable Information (Protected PII) (*Uniform Guidance, 2 CFR*

200.82) – The term “protected personally identifiable information” means an individual's first name or first initial and last name in combination with any one or more oft types of information, including, but not limited to, social security number, passport number, credit card numbers, clearances, bank numbers, biometrics, date and place of birth, mother's maiden name, criminal, medical and financial records, educational

transcripts. This does not include PII that is required by law to be disclosed. (See also Sec. 200.79 Personally Identifiable Information (PII)).

Public assistance - The term “public assistance” means federal, state, or local government cash payments for which eligibility is determined by a needs or income calculation.

Q

Questioned Cost (*Uniform Guidance, 2 CFR 200.84*) – The term “questioned cost” means a cost that is questioned by the auditor because of an audit finding which resulted from a violation or possible violation of a statute, regulation, or the terms and conditions of a Federal award, including for funds used to match Federal funds.

R

Rapid Re-Employment (Talent Transfer) – In relation to Layoff Aversion activities, “Rapid Re-Employment” refers to when a laid off worker is hired by a different employer and experiences short term unemployment (45 calendar days or less). To qualify for this activity, a confirmed job offer must be on file from the hiring employer and issued within 45 days of the date the participant becomes unemployed.

Rapid Response Activity (*WIOA, Section 3(51)*) – The term “rapid response activity” means an activity provided by a State, or by an entity designated by a State, with funds provided by the State under section 134(a)(1)(A), in the case of a permanent closure or mass layoff at a plant, facility, or enterprise, or a natural or other disaster, that results in mass job dislocation, in order to assist dislocated workers in obtaining reemployment as soon as possible, with services including—

(A) The establishment of onsite contact with employers and employee representatives—

- (i) Immediately after the State is notified of a current or projected permanent closure or mass layoff; or
- (ii) In the case of a disaster, immediately after the State is made aware of mass job dislocation as a result of such disaster;

- (B) The provision of information on and access to available employment and training activities;
- (C) Assistance in establishing a labor-management committee, voluntarily agreed to by labor and management, with the ability to devise and implement a strategy for assessing the employment and training needs of dislocated workers and obtaining services to meet such needs;
- (D) The provision of emergency assistance adapted to the particular closure, layoff, or disaster; and
- (E) The provision of assistance to the local community in developing a coordinated response and in obtaining access to State economic development assistance.

Real Property (*Uniform Guidance, 2 CFR 200.85*) – The term “real property” means land, including land improvements, structures and appurtenances thereto, but excludes moveable machinery and equipment.

Reasonableness – The term “reasonableness” means that a cost or price is not greater than what one would expect an ordinarily competent and prudent person to charge when conducting business in a competitive environment.

Recently Separated Veteran - the term “recently separated veteran” means any veteran who applies for participation under WIOA within 48 months after discharge or release from active military, naval, or air service.

Recognized postsecondary credential - The term “recognized postsecondary credential” means a credential consisting of an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the state involved or federal government, or an associate or baccalaureate degree.

Region (*WIOA, Section 3(53)*) – The term “region” used without further description, means a region identified under section 106(a), subject to section 107(c)(4)(B)(i) and except as provided in section 106(b)(1)(B)(ii).

Register (*WIOA Regulations 20 CFR 675.300*) – The term “register” means the process for collecting information, including identifying information, to determine an individual’s eligibility for services under WIOA title I. Individuals may be registered in a variety of ways, as described in 20 CFR parts 678.105.

Registration – The term “registration” means the process by which a potential participant provides basic demographic and eligibility information to qualify for Comprehensive AJCC and AJCC services conducted during intake.

Request For Funds (31 CFR 205.3 (CMIA)) – The term “request for funds” means a solicitation for funds that is completed and submitted in accordance with Federal agency guidelines. Request for funds also means a properly and fully completed application requesting funds that is submitted by the Subrecipient in accordance with state guidelines.

Request for Proposal (RFP) (Uniform Guidance, 2 CFR 200.320) – The term “request for proposal” means the document that invites offers from service providers for the delivery of a specific type of service. It includes a description of the product(s) or service(s) desired that enable a potential contractor to submit a proposal. The RFP will include information necessary for an objective evaluation and comparison to similar proposals. The RFP is the specific term applied to a solicitation where negotiation is used. This method is the most commonly used form of solicitation when:

- a) The nature of the service needed precludes developing a specification or purchase description so precise that all proposers would have an identical understanding or approach to the requirements; and
- b) Cost is not the only factor considered in making an award.

Request for Quotation (RFQ) - The term “request for quotation” means a document that is used to acquire the price(s) and pertinent information needed from a vendor/supplier. Since the quotation is not a formal offer, the awarding agency must reach a bilateral negotiated agreement before a binding contract exists. A RFQ differs from an RFP in that it simply asks for a price based on standard specifications that are generally known or apply industry wide. It is appropriate to use an RFQ when:

- a) A complete, adequate and realistic specification or purchase description is available; and
- b) There are at least two responsible vendors who compete effectively for the award; and
- c) The procurement lends itself to a firm fixed-price contract and selection of a contractor based wholly on price that is appropriate and reflective of the nature of the products or service being purchased.

Resource Sharing Agreement (One-Stop Comprehensive Financial Management Technical Assistance Guide) – The term “resource sharing agreement” means Resource sharing is the methodology through which One-Stop partners will pay for, or fund, their equitable fair share of the costs for the operation of the One-Stop Center.

Responsible Entity – The term “responsible entity” means the entity that has been determined to: (1) have adequate financial resources to perform the contract or the ability to obtain such resources; (2) be able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and business commitments; (3) have a satisfactory performance record; (4) have a satisfactory record of integrity and business ethics; (5) have the needed organization, experience, accounting, operational control and technical skills or ability to obtain them; (6) have adequate production, construction or technical equipment and needed facilities or the ability to obtain them; and (7) be both qualified and eligible to receive the award under applicable law and regulation.”

Responsive Proposal - The term “responsive proposal” is the term used for a proposal or bid that meets all requirements of the solicitation adequately; and the submitted document does not constitute a substitute or counter offer. When a bidder substitutes a “like item,” the submittal is considered non-responsive when the like item fails to meet published specifications. The same principle holds when the proposal is a substitute or counter offer.

Resume – The term “resume” means a document that shows a job candidate’s employment and academic qualifications, and history of employment.

Resume Preparation - The term “resume preparation” means a process which involves guiding the job seeker on how to create the basic document that shows a job candidate’s employment and academic qualifications, and history of employment. It is a requirement to apply for most jobs and an opportunity to show why the candidate is best suited for the job.

Retention – The term “retention” means the participants who have remained employed in a public or private unsubsidized position for six months and/or one year after the start date of the unsubsidized employment in the SCSEP program.

S

Satisfaction Survey - The term “satisfaction survey” means an instrument that gathers the satisfaction of participants, employers, and their Work Sites with their experiences and the services provided through Comprehensive AJCCs and AJCCs.

School – The term “school” means any secondary or post-secondary school.

School dropout – The term “school dropout” means an individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent. (WIOA 3[54]) Per TEGL 8-15, this term does not include individuals who dropped out of post-secondary school.

SCSEP Performance and Results Quarterly Progress Report System (SPARQ) - The term “SCSEP Performance and Results Quarterly Progress Report System (SPARQ)” means the system used by the Department of Labor (DOL) to process and analyze SCSEP data, and the system used to view, print, and save SCSEP quarterly progress reports, data quality reports, and management reports.

Sealed Bid (Formal Advertising) (*Uniform Guidance, 2 CFR 200.320(c)*) – The term “sealed bid” means the procurement method whereby bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price.

Secondary school - The term “secondary school” means a nonprofit institutional day or resident school, including a public secondary charter school, which provides secondary education, as determined under state law, except that the term does not include any education beyond grade 12. (Title 20 CFR Part A Section 9101[38]).

Self-directed Service (self-service) – The term “self-directed service” means the instances when Participants serve themselves in accessing information about the programs and related activities in a physical location, Comprehensive AJCC or AJCC resource room or partner agency, or remotely via the use of electronic technologies. For more detailed information, see Exhibit A1, ADW SOW.

Self-Management Skills – The term “self-management skills” means the skills that give the individual the ability to be successful, such as communication skills, time management skills, leadership qualities, delegating responsibilities, motivating staff, planning and control.

Service Area (*WIOA Regulations 20 CFR 685.110*) – The term “service area” means the geographical jurisdiction, which may be comprised of one or more designated State or sub-State areas, in which a WIOA sec. 167 grantee is designated to operate.

Service Level - The term “service level” means a comparison of the total number of participants served to the projects authorized number of positions in the SCSEP program.

Simplified Acquisition Threshold (*Uniform Guidance, 2 CFR 200.88*) – The term “simplified acquisition threshold” means the dollar amount below which a non-Federal entity may purchase property or services using small purchase methods. Non-Federal entities adopt small purchase procedures in order to expedite the purchase of items costing less than the simplified acquisition threshold. The simplified acquisition threshold is set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1 (Definitions) and in accordance with 41 U.S.C. 1908.

Skill-Based Assessment – The term “skill-based assessment” means addressing skills a Participant demonstrates on skill-specific assessments, such as reading, math, language,

behavior, and adaptive skills during initial assessment.

Skills Team (Talent Development) – The term “skills team (talent development)” means staff that have the following duties:

- a) WIOA enrollment and IEP Development;
- b) In-depth assessment activities;
- c) Career Planning/Counseling Activities;
- d) Support Services/Barrier removal;
- e) Training activities;
- f) Product Box activities;
- g) Staff/customer/participant intensive; and
- h) Partner Referrals.

Small Purchase Procedures (*Uniform Guidance, 2 CFR 200.320*) – The term “small purchase procedures” means relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.

Social Enterprise – The term “social enterprise” means an organization that applies commercial strategies to maximize improvements in human and environmental well-being—this may include maximizing social impact alongside profits for external shareholders.

Software (*State Directive WSD 14-13*) – The term “software” means programs, procedures, data, and routines used, accessed, and/or stored by computers.

Soft Skills – The term “soft skills” means the skills/abilities that enable someone to relate to others and adapt to a workplace environment and are necessary to being successful in the workplace. Soft skills are non-technical, intangible and personality-specific skills that coupled with concrete skills or “hard skills” offered through education or vocational training produce an employable person. Soft skills may include work habits (such as punctuality, appropriate

attitude and behavior, cooperation, the ability to take constructive criticism), integrity, interpersonal skills, problem-solving, multitasking, making good and informed decisions, communicating with others, positive job attitude or managing oneself in the workplace, showing initiative and reliability, etc.

Solicitation - The term “solicitation” means the practice of distributing an Invitation for Bid, Request for Proposal, or any other document, such as a Request for Quotation, issued by a purchasing agency for the purpose of soliciting offers to perform a contract.

Staff-Assisted Services – The term “staff-assisted services” means services where Participants are served by staff of Comprehensive AJCC/AJCC or partner agency in significant one-on-one services, examples of such includes Initial assessment and Career Counseling.

State Board (*WIOA Regulations 20 CFR 675.300*) – The term “state board” means a State Workforce Development Board established under WIOA sec. 101.

State Plan (*WIOA, Section 3(58)*) – The term “state plan” used without further description, means a unified State plan under section 102 or a combined State plan under section 103.

Subaward (*Uniform Guidance, 2 CFR 200.92*) – The term “Subaward” means an award provided by a pass-through entity to a Subrecipient for the Subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A Subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

Subrecipient (*Uniform Guidance, 2 CFR 200.93*) – The term “Subrecipient” means a non-Federal entity that receives a Subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A Subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

Subsidized Employment – The term “subsidized employment” means employment created in the public sector, as well as employment in private-for-profit organizations, which is partially financed by the Comprehensive AJCC or AJCC. Subsidized employment includes work experience training such as on-the-job-training and customized training.

Supplies (*Uniform Guidance, 2 CFR 200.94*) – The term “supplies” means all tangible personal property other than those described in Sec. 200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or \$5,000, regardless of the length of its useful life. See also Sec. Sec. 200.20 Computing devices and 200.33 Equipment.

Supportive Services - The term “supportive services” means services such as transportation, child care, dependent care, housing, and needs-related payments that are necessary to enable an individual to participate in activities authorized under WIOA or Title V. Also, any service provided to assist a participant in obtaining and retaining unsubsidized employment, i.e., uniforms, protective eyewear, interview clothing, housing, etc. Incentives are a form of “supportive service” but are only allowed for WIOA youth programs. Incentives are provided for recognition and achievement directly tied to training activities and work experiences. The local agencies must have written policies and procedures in place governing the awarding of incentives and must ensure that such incentive payments are:

- a) Tied to the goals of the specific program;
- b) Outlined in writing before the commencement of the program that may provide incentive payments;
- c) Align with the local program’s organizational policies; and
- d) Accord with the requirements contained in 2 CFR 200.

Sustained Fiscal Integrity (*WIOA, Section 106(e)(2)*) – The term “sustained fiscal integrity” used with respect to a local area, means that the Secretary has not made a formal determination, during either of the last 2 consecutive years preceding the determination regarding such integrity, that either the grant recipient or the administrative entity of the area misexpended funds provided under subtitle B (or, if applicable, title I of the Workforce Investment Act of 1998 as in effect prior to the effective date of such subtitle

B) due to willful disregard of the requirements of the provision involved, gross negligence, or failure to comply with accepted standards of administration.

T

Technical Assistance (*WIOA, 20 CFR 685.110*) – The term “technical assistance” means the guidance provided to grantees and grantee staff by the Department to improve the quality of the program and the delivery of program services to eligible MSFWs.

Termination (*Uniform Guidance, 2 CFR 200.95*) - The term “termination” means the ending of a Federal award, in whole or in part at any time prior to the planned end of period of performance.

Third-Party In-Kind Contributions (*Uniform Guidance, 2 CFR 200.96*) – The term “third-party in-kind contributions” means the value of non-cash contributions (i.e., property or services) that--

- (a) Benefit a federally assisted project or program; and

- (b) Are contributed by non-Federal third parties, without charge, to a non-Federal entity under a Federal award.

Ticket to Work Program – The term “Ticket to Work program” means a voluntary program that offers SSDI and SSI beneficiaries with disabilities a variety of choices in obtaining the support and services they need to help them go to work and achieve their employment goals. If you are eligible and would like to work or increase your current earnings, this program can help you get vocational rehabilitation, training, job referrals, and other ongoing support and services to help you do so.

Title V -Senior Community Service Employment Program (SCSEP) – The term “Title V - Senior Community Service Employment Program (SCSEP)” means a program that serves unemployed low-income persons who are 55 years of age and older and who have poor employment prospects by training them in part-time community service assignments and by assisting them in developing skills and experience to facilitate their transition to unsubsidized employment.

Trade Adjustment Assistance (TAA) – The term “Trade Adjustment Assistance” means a program that provides service and allowances for achieving reemployment of adversely affected workers, including TRA, training, and other re-employment services, and job search allowance and relocation allowances.

Training services – The term “training services” means services under the WIOA Adult, Dislocated Worker, Youth, and Veterans’ programs that include, but are not limited to, services such as occupational skills training, apprenticeship training, on-the-job training, and other training services. Under WIOA, training services may be provided if the SWA or one-stop center staff determine, after an interview, evaluation or assessment, and career planning, that the individual:

- a) Is unlikely or unable to obtain or retain employment, that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services alone;
- b) Is in need of training services to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment, through career services alone; and
- c) Has the skills and qualifications to successfully participate in the selected program of training services.

Training services, when determined appropriate, must be provided either through an Individual Training Account (ITA) or through a training contract discussed in Section 10 of this TEGL.

Training services must be linked to in-demand employment opportunities in the local area or planning region or in a geographic area in which the adult or dislocated worker is willing to commute or relocate. The selection of training services should be conducted in a manner that maximizes customer choice, is linked to in-demand occupations, informed by the performance of relevant training providers, and coordinated to the extent possible with other sources of assistance.

Train-the-Trainer – The term “Train-the-Trainer” means an education model whereby individuals identified to teach, mentor or train others attend training themselves. Some may already be educators or trainers and are supplementing or reinforcing their skills, while others are receiving training for the first time.

Trauma-Informed – The term “Trauma-Informed” means a program, organization or system that realizes the widespread impact of trauma and understands potential paths for recovery; recognizes the signs and symptoms of trauma in clients, families, staff and others involved with the system; and responds by fully integrating knowledge about trauma into policies, procedures, and practices and seeks to actively resist re-traumatization {Substance Abuse & Mental Health Services Administration. *SAMHSA’s Concept of Trauma and Guidance for a Trauma-Informed Approach*. HHS Publication No. (SMA) 14-4884. Rockville, MD: Substance Abuse & Mental Health Services Administration, 2014.}

U

Under-Represented Groups – The term “under-represented groups” means populations that have been historically underrepresented in organizations. Includes but is not limited to women, ethnic minorities, and people with disabilities.

Unemployed – The term “unemployed” means an individual who is without a job and who wants and is available for work, including an individual who may have occasional employment that does not result in a constant source of income.

Unemployment Compensation Benefits - The term “unemployment compensation benefits” means benefits paid by Unemployment Insurance (UI) program to workers who have lost their job and meet the program’s eligibility requirements. If you have become unemployed, you may file a UI claim. You may be eligible for UI benefits if you meet all eligibility requirements.

Unilateral Modification – The term “unilateral modification” means a modification made and signed solely by the contracting agency without consideration to the service provider/vendor.

Unilateral Right – the term “unilateral right” means a legal action that may be taken by the

contracting agency without consideration to the service provider/vendor.

Unit Of General Local Government (*WIOA, Section 3(62)*) – The term “unit of general local government” means any general purpose political subdivision of a State that has the power to levy taxes and spend funds, as well as general corporate and police powers.

Unliquidated Obligations (*Uniform Guidance, 2 CFR 200.97*) – The term “unliquidated obligations” means, for financial reports prepared on a cash basis, obligations incurred by the non-Federal entity that have not been paid (liquidated). For reports prepared on an accrual expenditure basis, these are obligations incurred by the non-Federal entity for which an expenditure has not been recorded.

Unobligated Balance (*Uniform Guidance, 2 CFR 200.98*) – The term “unobligated balance” means the amount of funds under a Federal award that the non-Federal entity has not obligated. The amount is computed by subtracting the cumulative amount of the non-Federal entity's unliquidated obligations and expenditures of funds under the Federal award from the cumulative amount of the funds that the Federal awarding agency or pass-through entity authorized the non-Federal entity to obligate.

Unsubsidized Employment – The term “unsubsidized employment” means a job for which wages are paid directly by the employer and that is not subsidized through any government program.

V

Vendor (*Uniform Guidance, 2 CFR 200.23*) – The term “vendor” means another term used for contractor. Distinguishing characteristics of a vendor include items such as: providing the goods and services within normal business operations; providing similar goods or services to many different purchasers, including purchasers outside the grant program; and operating in a competitive environment. Any entity directly involved in the delivery of program services not available to the general public, with the exception of an employer providing on-the-job training, will be considered a Subrecipient rather than a vendor. Vendors are not subject to the statutory and regulatory requirements of Federal Statutes. The vendor's responsibility is to meet the requirements of the award, as stated in the contract services called for by the agreement have been delivered and accepted

Veteran - The term “veteran” means an individual who has served at least one day in the active military, naval, or air service, and who was discharged or released from service under any condition other than a condition classified as dishonorable.

Vocational rehabilitation services - The term “vocational rehabilitation services” assist eligible persons with a disability pursue post-secondary education, employment, and independent living. Services could include counseling, medical and psychological services,

job training, and other services, based on the needs of the individual.

W

Wagner-Peyser Act (*WIOA Regulations 20 CFR 675.300*) – The term “Wagner-Peyser Act” means the Act of June 6, 1933, as amended, codified at 29 U.S.C. 49 et seq.

Web-Based Data Collection System (WDCS) – The term “Web-Based Data Collection System (WDCS)” means the Department of Labor web-based data collection system used to input all Title V SCSEP program and Participant information into SCSEP Performance and Results QPR System (SPARQ).

Welcome Team (Front Desk) – The term “Welcome Team (Front Desk)” means staff that have the following duties:

- a) Identify needs of customer/participant;
- b) Route to correct staff person, partner, product box activity;
- c) Initial assessment with customer/participant;
- d) Cal Jobs registration;
- e) Universal Services – Product Box activities;
- f) Orientation and WIOA eligibility;
- g) Partner Referrals.

Work-Based Learning Experience – The term “work-based learning experience” means an approach to offering a wide range of work-based learning activities, such as apprenticeships, internships and work experiences to appropriate participants and a detailed strategy for how employers will be engaged to partner in such activities.

Work Experience – The term “work experience” means a short-term and/or part-time work assignment with an employer or private non-profit or public agency that is subsidized or unsubsidized and which provides an individual with the opportunity to acquire the skills and knowledge necessary to perform a job, including appropriate work habits and behaviors, and is combined with classroom or other training. Paid and unpaid work experiences shall have academic and occupational education as a component of the work experience, which may include the following types of work experiences:

- a) Summer employment opportunities and other employment opportunities available throughout the school year;

- b) Pre-apprenticeship programs;
- c) Internships and job shadowing;
- d) On-the-job training opportunities.

Work Readiness Skills – Under the Youth@Work program, the term “work readiness skills” means world-of-work awareness, labor market knowledge, occupational information, values clarification and personal understanding, career planning and decision making, and job search techniques (resumes, interviews, applications, and follow-up letters). They also encompass survival/daily living skills such as using the phone, telling time, shopping, renting an apartment, opening a bank account, and using public transportation. They also include positive work habits, attitudes, and behaviors

such as punctuality, regular attendance, presenting a neat appearance, getting along and working well with others, exhibiting good conduct, following instructions and completing tasks, accepting constructive criticism from supervisors and co-workers, showing initiative and reliability, and assuming the responsibilities involved in maintaining a job. This category also entails developing motivation and adaptability, obtaining effective coping and problem-solving skills, and acquiring an improved self-image.

Work Site - The term “work site” means a public agency or private non-profit organization which provides a training work site and supervision for one or more participants while participant(s) are enrolled in SCSEP or Youth@Work Program.

Worker Adjustment and Retraining Notification (WARN) – Under the Rapid Response Program, the term “worker adjustment and retraining notification (WARN)” means a notice which provides protection to employees, their families and communities by requiring employers with 75 employees or more to give affected employees and other state and local representatives notice 60 days in advance of a plant closing or mass layoff of 50 employees or more.

Workforce Development Activity (*WIOA, Section 3(65)*) – The term “workforce development activity” means an activity carried out through a workforce development program.

Workforce Development Program (*WIOA, Section 3(66)*) – The term “workforce development program” means a program made available through a workforce development system.

Workforce Development System (*WIOA, Section 3(67)*) – The term “workforce development system” means a system that makes available the core programs, the other one-stop partner programs, and any other programs providing employment and training services as identified by a State board or local board.

Workforce Intelligence – The term “workforce intelligence” means gathering local and regional workforce information to identify the occupations and or industries that will provide the best opportunities for long term employment.

Workforce Investment Activities (*WIOA Regulations 20 CFR 675.300*) – The term “workforce investment activities” means the array of activities permitted under title I of WIOA, which include employment and training activities for adults and dislocated workers, as described in WIOA sec. 134, and youth activities, as described in WIOA sec. 129.

Workforce Preparation Activities (*WIOA, Section 203(17)*) – The term “workforce preparation activities” means activities, programs, or services designed to help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and self-management skills, including competencies in utilizing resources, using information, working with others, understanding systems, and obtaining skills necessary for successful transition into and completion of postsecondary education or training, or employment.

Workforce Region – The term “workforce region” means as follows: County has adopted an economic development model for regional planning that is comprised of eight (8) workforce regions that encompass the Greater Los Angeles County. This allows for more specific analysis, design and implementation of relevant services. The eight workforce regions are, Antelope Valley, Central Los Angeles, Gateway Cities, San Fernando Valley, San Gabriel Valley, Santa Clarita Valley, South Bay, and the Westside Region. As such, the term “workforce region” means any one of the eight workforce regions described above.

Workforce Sub-Region – The term “workforce sub-region” means as follows: County is responsible for workforce services across fifty-eight (58) cities and all the unincorporated areas of the Greater Los Angeles County, known as County’s Local Workforce Development Area (LWDA). In order to effectively plan for AJCC locations to have in-reach across County’s entire LWDA Workforce Regions, these regions are further divided into ten (10) Workforce Sub-Regions. Workforce sub-regions are designated areas assigned to each Comprehensive AJCC or AJCC for which Contractor is responsible for coordination of partners and services throughout its cities and unincorporated areas within. As such, the term “workforce sub-region” means any one of the ten workforce regions described above.

Workforce Transition Committee – The term “workforce transition committee” means the provision of guidance and/or financial assistance in establishing a labor-management committee voluntarily agreed to by labor and management, or a committee comprised of representatives of the employer, the affected workers and the local community

Working Capital Advance (*2 CFR 200.305(b)(4)*) – The term “working capital advance” means a procedure whereby funds are advanced to the recipient to cover its estimated disbursement needs generally geared to the non-Federal entity’s disbursing cycle. Thereafter, the Federal awarding agency or pass-through entity must reimburse the non-Federal entity for its actual cash disbursements

Workplace Learning Advisor - The term “workplace learning advisor” means an individual employed by an organization who has the knowledge and skills necessary to advise other employees of that organization about the education, skill development, job training, career counseling services, and credentials, including services provided through the workforce development system, required to progress toward career goals of such employees in order to meet employer requirements related to job openings and career advancements that support economic self-sufficiency.

World-of-Work Concepts – The term “world-of-work concepts” means important work experience related concepts such as punctuality, appearance, workplace attitudes and behaviors which are offered through job readiness training from classroom lectures and role play.

Wrap-Around Services – The term “wrap-around services” means the inclusion of services such as housing, medical care, substance abuse, peer navigation, job coaching, case management, and transportation assistance offered through Partner programs.

Y

Youth – The term “youth” means any young person, between the age of 14 and 24 years of age, who are either in-school or out-of-school.

YouthBuild - The term “YouthBuild” means a workforce development program that provides employment, education, leadership development, and training opportunities to disadvantaged and low-income youth between the ages of 16 and 24, most of whom are secondary school drop outs and are either a member of a low income family, a foster care youth, a youth who is homeless, an offender, a youth with a disability, a child of an incarcerated parent, or a migrant youth. Program participants receive education services that may lead to either a high school diploma or its State recognized equivalent. Further, they receive occupational skills training and are encouraged to pursue postsecondary education or additional training, including registered apprenticeship and pre- apprenticeship programs.