Humboldt County Workforce Development Board
Executive Committee Meeting
Location: Humboldt County Office of Education (Annex)
901 Myrtle Ave Eureka CA 95501

AGENDA
Date: 3/22/2024          Time: 9:00 AM

Opening
1. Meeting called to order
2. Roll call
3. Adjustments to the agenda
4. Public comment on non-agenda items

Consent Items
1. January 12, 2024, HCWDB Executive Committee meeting minutes (Attachment A)
2. March 11, 2024, HCWDB Executive Committee special meeting minutes (Attachment B)
3. Attendance review (Attachment C)
4. Grant tracking (Attachment D & E)
5. QUEST NDWG extension
6. Additional Assistance extension
7. Policy updates (Attachment F, G & H)

Items Pulled from Consent
a. Discussion
b. Public comment
c. Action

Action Items
8. Application review (Attachment I)
a. Discussion
b. Public Comment
c. Action

9. HCWDB Executive Committee nomination committee
a. Discussion
b. Public Comment
c. Action

10. Apprenticeship development funding
a. Discussion
b. Public Comment
c. Action

   a. Discussion
   b. Public Comment
   c. Action

**Discussion Items**

12. High Road Training Program: Women in Construction update (Attachment L)
   a. Discussion
   b. Public Comment

13. Director and Staff Updates
   a. Discussion
   b. Public Comment

**Adjourn**
AGENDA DETAIL

Consent Item 1
January 12, 2024 Executive Committee Meeting Minutes

DISCUSSION
Receive and review the Jan. 12, 2024 HCWDB Executive Committee regular meeting minutes.

ACTION
Approve the Jan. 12, 2024, minutes via consent.

Consent Item 2
March 11, 2024 HCWDB Executive Committee Special Meeting Minutes

DISCUSSION
Receive and review the March 11, 2024 HWCDB Executive Committee special meeting minutes.

ACTION
Approve the March 11, 2024, minutes via consent.

Consent Item 3
Attendance Review

DISCUSSION
Receive and review HCWDB member attendance. Per the HCWDB Bylaws, HCWDB Executive Committee shall routinely review member attendance at board and committee meetings. Members of the Board must not miss more than three (3) consecutive committee and full meetings of the Humboldt Board unless the absences are excused or more than five (5) consecutive committee and full meetings even if some or all of those absences are excused, except that the board may grant the member a leave of absence upon prior request.

ACTION
Accept the attendance review, via consent.

Consent Item 4
Grant Tracking

DISCUSSION
Receive and review the grant spreadsheet detailing updates on HCWDB’s funding.

ACTION
Accept the grant tracking spreadsheet via consent.
Consent Item 5  
**QUEST NDWG Request for Extension**

**DISCUSSION**
The HCWDB was awarded funding under the Quality Jobs, Equity, Strategy and Training (QUEST) Disaster Recovery Dislocated Worker Grants (NDWG) initiative by Department of Labor Employment and Training Administration. Due to delayed progress of all awardees, the funders are offering all regions an extension of a year.

**ACTION**
Approve staff to apply for the year extension, via consent.

Consent Item 6  
**Additional Assistance Request for Extension**

**DISCUSSION**
The HCWDB was awarded a grant from the Governor’s 15% discretionary funding for the purposes of offshore wind preparedness and education. The Employment Development Department (EDD) has offered HCWDB an extension in the spenddown of this award from March 31, 2024, to May 31, 2024.

**ACTION**
Approve an extension for the Additional Assistance term end date, via consent.

Consent Item 7  
**Policy Updates and Approval**

**DISCUSSION**
Review and approve updates to existing policies pursuant to Training and Employment Guidance Letter 16-21 and Workforce Services Directive 23-01. The policy updates include National Dislocated Worker Grant participant eligibility criteria, National Dislocated Worker Grant supportive services and on-the-job expectations across all National Dislocated Worker Grants.

**ACTION**
Approve the three policies, National Dislocated Worker Grant – Participant Eligibility, National Dislocated Worker Grant – Supportive Services and On-the-Job Training, via consent.

Action Item 8  
**Application Review**

**DISCUSSION**
Review HCWDB application received from Scott Thompson, representing private business in the Aquaculture industry. Discuss application and consider impact of appointment to the HCWDB’s board composition.
ACTION
Direct staff to move the application on to the full HCWDB for review and recommendation to Board of Supervisors.

Action Item 9
**HCWDB Executive Committee Nomination Committee**

DISCUSSION
Per the HCWDB Bylaws, the HCWDB Executive Committee is to appoint a lead Executive Committee member to create a nomination committee which shall include two at-large HCWDB members. The Nomination Committee will present the slate of candidates for Executive Committee positions, including the Chair and Vice Chair seats, at the final HWCWDB meeting of the fiscal year which shall be included on the agenda. The HCWDB shall be notified of candidates 15 days prior to final WDB meeting of the fiscal year.

ACTION
Appoint an Executive Committee member to create and lead a nomination committee which shall include two at-large HCWDB members.

Action Item 10
**Apprenticeships Development Funding**

DISCUSSION
The South Bay Workforce Investment Board (SBWID), in partnership with Apprenticeship Building America, is offering workforce development boards a grant opportunity for the development of apprenticeship programs. Staff has been in contact with SBWIB and they are interested in offering funding for Humboldt to create apprenticeship programs.

ACTION
Direct staff to seek funding from SBWID for purposes of Apprenticeship Development.

Action Item 11
**Job Market Transition**

DISCUSSION
Cal Poly Humboldt Sponsored Programs Foundation (CPHSPF) has notified HCWDB staff and the County Administrative Officer (CAO) of their interest in transitioning America’s Job Center of California (AJCC) Operator services and Adult and Dislocated Worker Career services to the County of Humboldt effective July 1, 2024. Staff has been working with CPHSPF to develop a plan in which the transition can occur without disruption to employees of the Job Market or to services for the community. Per WSD 22-13, the HCWDB is required to complete two waivers requesting approval from the California Workforce Development Board (CWDB) to bring AJCC operator services and Adult and Dislocated Worker Career Services Provider Services in-house. In addition, modifications to the existing contracts with CPHSPF are required.
ACTION
Direct staff to complete the required steps to effectuate the transition of Adult and Dislocated Worker program services and One-Stop Services in-house and update the current contracts between the County of Humboldt and CPHSPF with transition language and a termination date of July 1, 2024. Additionally, approve the Chief Local Elected Official (CLEO) and HCWDB Chair to sign the required documents to bring services in-house.

Discussion Item 12
High Road Training Program: Women in Construction Grant Update
DISCUSSION
Receive an update on the status of Cal Poly Humboldt Sponsored Program’s “High Road Training Program: Women in Construction” to increase equity in the trades in partnership with the Multi-Craft Core Curriculum (MC3).

Discussion Item 13
Director and Staff Update
DISCUSSION
Receive updates on the work being done by HCWDB executive director and staff to support the HCWDB's direction, programs, and regional and local plans.
Humboldt County Workforce Development Board (HCWDB)
Executive Committee Minutes

Date: 1/12/2024         Time: 9:02 a.m.
Location: Humboldt County Office of Education (Annex) 901 Myrtle Ave Eureka, CA 95501

Members in Attendance:
- Daniel Dixon-Chair
- Dennis Leonardi- Vice Chair
- Shelly Nilsen
- Lee Cunningham

- Michelle Bushnell – Excused
- Cedar Reuben
- Jeff Hunerlach

Staff in Attendance: Peggy Murphy (Economic Development Coordinator), Logan Ashworth (Economic Development Specialist), Elaine Starks (Administrative Analyst). Kate Shea (AJCC and Humboldt State University Sponsored Programs Staff) was also in attendance.

1. Opening
   a. Board Announcements and Declarations
      - None
   b. Adjustments to the agenda
      - None.
   c. Public comment on non-agenda items
      - None

2. Consent Items
   a. The minutes of the last executive committee meeting on December 15, 2023, attendance review, and grant tracking were brought before the board.
      - Lee Cunningham arrived at 9:03 a.m.
   b. Public Comment
      - No public comment
   c. Action
      - It was moved by Member Hunerlach and seconded by Member Reuben to accept the consent agenda. Motion carried 6:0.

Discussion and Action Items

1. HCWDB Application Review (Attachment E)
   a. Discussion
      - The committee reviewed the application for Ashley Vellis.
   b. Public Comment
      - None
   c. Action
      - It was moved by Member Hunerlach and seconded by Member Reuben to move the applicant forward to the full HCWDB for a vote. Motion carried 6:0.

Meeting adjourned at 9:06 a.m.
Humboldt County Workforce Development Board
Executive Committee Meeting Minutes
Location: Humboldt County Courthouse, Conference Room A
825 5th St. Eureka, CA 95501

Date: 3/11/2024 Time: 2:00 PM

Opening
1. Meeting called to order
2. Roll call
3. Adjustments to the agenda
   • Agenda item 5 (Prior Approval for International Travel) was pulled from the consent calendar to Discussion and Action Items changing it to agenda item 6.
   • Board member Leonardi entered the meeting at this time (2:01 PM).
4. Public comment on non-agenda items
   • No public comment was provided.

Consent Items
5. Prior Approval for UMASS
   • Action: Board member Bushnell motioned to approve the consent calendar which was seconded by board member Hunerlach. The motion passed unanimously.

Discussion and Action Items
6. Prior Approval for International Travel
   a. Discussion
      a. A motion was made to approve the prior approval for travel to submission to the EDD upon updating for domestic travel by board member Leonardi. The motion was seconded by board member Bushnell.
   b. Public Comment
      a. No public comment was provided.
   c. Action
      a. Motion passed with board member Reuben abstaining.

7. Letter of Intent for the Workforce Accelerator Fund 12
   a. Discussion
      • A motion was made by board member Bushnell to approve the letter of intent which was seconded by board member Reuben.
      • Board member Cunningham entered the meeting at this time – 2:12 PM.
   b. Public Comment
• No public comment was provided.

c. Action
   • The motion passed unanimously.

8. Offshore Wind Delegation Deliverables
   a. Discussion
      a. Board members provided feedback on the deliverables which to be reported on the return of the offshore wind delegation travel. These deliverables included:
         i. Including critics of this travel to add to the list of delegates.
         ii. Every person who goes fill out a questionnaire: what was observed, the challenges and findings from their meetings which are to be collated into a presentation and findings report.
      b. A motion was made by board member Leonardi to approve the feedback for deliverables that was made. The motion was seconded by Cunningham.
   b. Public Comment
      a. No public comment was provided.
   c. Action
      a. The motion passed unanimously.

Meeting adjourned at 2:49 PM
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</tbody>
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Key:
- **Present:** ✓
- **Excused:** EX
- **Unexcused:** UE

**Meeting Dates 2022-2023**
- 20-Jul
- 19-Aug
- 14-Sep
- 21-Sep
- 19-Oct
- 18-Nov
- 28-Nov
- 21-Dec
- 18-Jan
- 17-Feb
- 15-Mar
- 19-Apr
- 19-May
- 9-Jun
- 21-Jun
- 18-Aug
- 20-Oct
- 17-Nov
- 15-Dec
- 12-Jan
- 16-Feb

**Key**
- **Full Board Meeting**
- **Executive Committee Meeting**
- **Special Meeting**
- **Excused Absence** (notified 24+hrs in advance of meeting)
- **Unexcused Absence** (less than 24 hrs notice or no communication regarding absence)
- **3 or more consecutive meetings missed**
- **? - Not accepted in outlook - Left message and awaiting reply**
<table>
<thead>
<tr>
<th>Program Name</th>
<th>Program Detail</th>
<th>Funder</th>
<th>Allocation Total</th>
<th>Expenditures to Date</th>
<th>Partners</th>
<th>Program Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult</td>
<td>Individualized career and training services to those over the age of 24 with priority going to veterans and their spouses, recipients of other public assistance, those of whom are low-income, and/or who are basic skills deficient.</td>
<td>Employment Development Department</td>
<td>$490,407.00</td>
<td>$476,161.29</td>
<td>Cal Poly Humboldt</td>
<td>On track for spenddown, is seeing growth in metrics comparatively to past years.</td>
</tr>
<tr>
<td>Youth</td>
<td>Individualized career and training services to those between the ages of 16-24 if they are out-of-school and 14-21 if they are in-school. Youth participants must also face barriers to employment such as dropping out of school, incarceration, homelessness, foster care placement, low-income household, etc.</td>
<td>Employment Development Department</td>
<td>$341,600.00</td>
<td>$265,885.04</td>
<td>Cal Poly Humboldt, Mattole Restoration Council, DreamQuest</td>
<td>On track for spenddown, is seeing growth in metrics comparatively to past years.</td>
</tr>
<tr>
<td>Dislocated Worker</td>
<td>Individualized career and training services to adult populations who are displaced and face a number of barriers such as exhausted unemployment insurance and unable to return to the industry, facility closure, unemployed from self-employment due to economic conditions, displaced homeworkers, and/or veteran spouses who face barriers to employment due to duty relocation.</td>
<td>Employment Development Department</td>
<td>$75,487.00</td>
<td>$75,487.00</td>
<td>Cal Poly Humboldt</td>
<td>Spenddown complete.</td>
</tr>
<tr>
<td>Rapid Response Layoff Aversion</td>
<td>The primary purpose of Rapid Response Layoff Aversion is to work with businesses to prevent layoffs altogether by providing labor market and workforce information, integrating industry requirements into training strategies and career pathways, brokering relationships and job connections, making services efficient and easy to access and coordinating with regional partners to reduce duplication</td>
<td>Employment Development Department</td>
<td>$34,173.00</td>
<td>$34,173.00</td>
<td>Cal Poly Humboldt</td>
<td>Spenddown complete.</td>
</tr>
</tbody>
</table>

### Competitive Grants

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Program Detail</th>
<th>Funder</th>
<th>Allocation Total</th>
<th>Expenditures to Date</th>
<th>Partners</th>
<th>Program Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality Jobs, Equity, Strategy, and Training Disaster Recovery Notional Dislocated Worker Grant (QUEST NDWG)</td>
<td>Individualized career and training services to workers disproportionately displaced by the COVID-19 pandemic who are interested in entering high-demand jobs.</td>
<td>Employment Development Department</td>
<td>$250,000.00</td>
<td>$27,007.81</td>
<td>College of the Redwoods, Cal Poly Humboldt</td>
<td>Seeking modification for one-year extension request. Grant is beginning to take off with a few participants being signed in to the cohort.</td>
</tr>
<tr>
<td>All-EAR Breaking Barriers</td>
<td>Provides intensive, paid, vocational and job skills training, including necessary certification, to justice-involved participants that focuses on the skills that lead to long-term employment in the construction trade.</td>
<td>California Workforce Development Board</td>
<td>$288,305.84</td>
<td>$250,902.55</td>
<td>Cal Poly Humboldt, Westside Community Improvement Association, GWIS Employment Training</td>
<td>Program is exceeding expectations and a modification is required to allow more funding to WCIA for their work with their cohorts.</td>
</tr>
<tr>
<td>Regional Equity and Recovery Partnerships Grant (KERP)</td>
<td>A partnership with College of the Redwoods and the HCWDB to create a high road pipeline for those wishing to enter aquaculture.</td>
<td>California Workforce Development Board</td>
<td>$100,000.00</td>
<td>$5,614.08</td>
<td>College of the Redwoods, Cal Poly Humboldt, Blue Lake Rancheria</td>
<td>Grant is moving at a positive rate with deliverables being met.</td>
</tr>
<tr>
<td>Regional Plan Implementation (RPI) 5.0</td>
<td>A capacity building grant aimed to fund the work of the Regional Organizer and take staff to trainings.</td>
<td>California Workforce Development Board</td>
<td>$100,000.00</td>
<td>$45,245.97</td>
<td>N/A</td>
<td>Grant is moving at a positive rate with deliverables being met.</td>
</tr>
<tr>
<td>Offshore Wind (OSW) Additional Assistance</td>
<td>Governor-discretionary funding with the aim of gaining knowledge, staff time, and studies related to Offshore Wind.</td>
<td>Employment Development Department</td>
<td>$926,100.00</td>
<td>$663,377.43</td>
<td>N/A</td>
<td>Grant is moving at a positive rate with deliverables being met.</td>
</tr>
</tbody>
</table>
March 11, 2024

Heidi Benzonelli
Westside Community Improvement Association
1000 B Street
Eureka, CA 95501-1611

Dear Heidi Benzonelli,

The Foundation for California Community Colleges (FoundationCCC), on behalf of the California Workforce Development Board, is pleased to announce Westside Community Improvement Association has been approved for funding in the amount of $299,998.03. This award determination is in response to your organization’s application to the Breaking Barriers to Employment Initiative 2.0 Request for Applications. The anticipated grant term will be from May 1, 2024, through April 30, 2025.

Please be advised that the receipt of your award is contingent upon the availability of appropriated funds by the State of California. FoundationCCC reserves the right to adjust the total number of awards, duration, and amount of each grant award based on the availability of funds. Additionally, your organization may be requested to make revisions to your application before your grant is finalized.

FoundationCCC will provide a subgrantee contract to establish funding authority, required to be signed prior to the start of allowable activities under this grant.

Sincerely,

Breaking Barriers Grant Administration Team
Foundation for California Community Colleges
breakingbarriers@foundationccc.org
TO: All Humboldt County Workforce Innovation and Opportunity Act (WIOA) Staff, Subrecipients and Service Providers
FROM: Humboldt County Workforce Development Board
EFFECTIVE: August 11, 2020
SUBJECT: National Dislocated Worker Grant – Opioid Crisis Participant Eligibility
REFERENCES: WIOA Sections 3, 134, 166(c), 170, 183; Title 2 CFR Parts 200, 2900, 678, 687; Training and Employment Guidance Letter (TEGL) 16-21; and WSD 16-16, 16-101, 17-08, 22-15, 23-01

PURPOSE:
The purpose of this policy is to provide eligibility guidance to the Humboldt County Workforce Development Board staff and its subrecipients who are operating a project awarded through the Department of Labor (DOL) National Dislocated Worker Grant, Employment and Training Administration (ETA) Training and Employment Guidance Letter (TEGL) No. 4-18, National Health Emergency Phase Two: Disaster Recovery National Dislocated Worker Grants to Address the Opioid Crisis.

POLICY:
The National Dislocated Worker Grant is a discretionary funding pool that the Humboldt County Workforce Development Board (HCWDB) can bid on for the purpose of reemploying dislocated workers through earning and employability enhancements to help recovery efforts in the clean-up and recovery following a federally-declared disaster or a mass layoff event. Two types of NDWGs exist, Disaster Recovery (DR) and Employment Recovery (ER), each with their own eligibility requirements. National Health Emergency Phase Two: Disaster Recovery National Dislocated Worker Grants to Address the Opioid Crisis is another means to address the opioid crisis creating temporary employment opportunities aimed at alleviating humanitarian and other needs created by the opioid crisis. Funds may be used to provide services to reintegrate into the workforce eligible participants, affected by the crisis and train individuals to work in mental health treatment, addiction treatment, and pain management.
DR NDWGs provide disaster-relief and humanitarian assistance employment, as well as employment and training services, as appropriate, to minimize the employment and economic impact of declared disaster events. ER NDWGs are designed to address major economic dislocations through employment and training services such as: (1) mass layoffs affecting 50 or more employments, (2) multiple small dislocations over a period of up to 12 months that have significantly increased the number of unemployed individuals in a regional or local workforce area and (3) a higher-than-average demand for employment and training activities from dislocated military services members and dislocated military spouses that exceeds state and local resources.

Eligible Participants: Individuals must meet the following WIOA eligibility criteria as well as on of the grant-specific criteria as defined below one of the Disaster Recovery Dislocated Worker Grant criteria:

Under WIOA-
1. A citizen or national of the United States, lawfully admitted permanent resident, alien, refugee, asylee, parolee, or other immigrant authorized by the Attorney General to work in the United States.
2. In compliance with Selective Service Act (WIOA Section 189(h)). This applies to males 18 or older who were born on or after January 1, 1960.
3. The Jobs for Veterans Act (JVA), Public Law 107-288 Title 38, U.S.C S4215 requires all recipients and sub-recipients of DOL funds to provide Priority of Services to Veterans and eligible spouses.

Under DR NDWG
Individuals eligible to receive services through a Disaster Recovery Dislocated Worker Grant must also be one of the following:
1. A dislocated worker;
2. An individual temporarily or permanently laid off as a consequence of the disaster or emergency;
3. A long-term unemployed/not employed individual (defined for this Disaster Dislocated Worker Grant as not employed for 15 of the last 26 weeks)*;
4. A self-employed individual who became unemployed or significantly underemployed as a result of the emergency or disaster.

*long-term unemployed/not employed individuals are described meeting any of the following criteria:
1. (a) Is not currently employed, (b) has not been employed for the previous four weeks, (c) has actively looked for work during the previous four weeks and (d) is currently available for work
2. (a) Is not currently employed, (b) has not been employed for the previous four weeks, (c) has or had a barrier to actively looking for work during the previous four weeks and (d) is currently available for work or will be available for work once the barrier is addressed
3. (a) Is not currently employed, (b) was unemployed for at least 15 of the previous 26 weeks, (c) was employed for at least one day within he previous four weeks, (d) exited the last employment for reasons other than being dismissed for misconduct and (e) is...
Individuals eligible to receive services through the Economic Recovery Dislocated Worker Grant must also be one of the following:

1. Dislocated worker as defined in WIOA Section 3(15), including displaced homemakers as defined in WIOA Section 3(16).
2. Civilian employee of the Department of Defense or the Department of Energy employed at a military installation that is being disclosed, or that will undergo realignment, within the next 24 months after the date of the determination of eligibility.
3. Individual who is employed in a non-managerial position with a Department of Defense contractor, who is determined by the Secretary of Defense to be at risk of termination from employment as a result of reductions in defense expenditures, and whose employer is converting operations from defense to nondefense applications in order to prevent worker layoffs.
4. Member of the Armed Forces who meets the following criteria:
   a. Was on active duty or full-time National Guard duty.
   b. Is involuntarily separated (as defined in section 1141 or title 10, United States Code) from active duty or full-time National Guard duty, or is separated from active duty or full-time National Guard duty pursuant to a special separation incentive program under 10 U.S.C. 1174a, or the voluntary separation incentive program under section 1175 of that title.
   c. Is not entitled to retired or retained pay incident to the separation described in Subclause b above.
   d. Applies for employment and training assistance within 180 days of that separation.

Eligible participants for opioid-crisis Disaster Recovery Dislocated Worker Grants are not required to have a history of opioid abuse or otherwise be personally affected by the opioid crisis to participate in grant-funded employment, activities, and services. However, to the extent that eligible participants are impacted by the opioid crisis, grantees must not reject or otherwise negatively treat participants who do have a history of opioid abuse or are otherwise personally affected.

When determining eligibility of a participant, efforts must be made to procure documents supporting the eligibility criteria. When no documents are available to prove participant eligibility, a self-attestation form can be submitted. Self-attestation shall be signed and dated by the participant. Signatures can either be on paper or using the CalJOBS Remote Electronic Signature feature. When attempting to first obtain source documentation beyond self-attestation for eligibility, it shall not delay or prevent enrollment and receipt of services in a program.

Participants’ disclosure of impact by the crisis must be voluntary. Operators may ask participants if they have been affected by the crisis as part of the process of determining what supportive services and other needs the participant may have, but these inquiries must comply with the requirements described in Section 14 of TEGL 4-18. Operators cannot require participants to disclose whether they have been impacted by the opioid crisis as a condition of their participation in grant-funded employment, activities, and services.
FORM(S): None.

INQUIRIES:

Any questions regarding this policy may be directed to the Workforce Development Board Director at 707-445-7745.

| Humboldt County Workforce Development Board Approval Required? | ☒ Yes | ☐ No |
TO: All Humboldt County Workforce Innovation and Opportunity Act (WIOA) Subrecipients and Service Providers

FROM: Humboldt County Workforce Development Board

EFFECTIVE: March 22, 2024

SUBJECT: National Dislocated Worker Grant - Supportive Services

REFERENCES: WIOA Sections 3,134,166(c),170,183; Title 2 CFR Parts 200, 2900, 678, 687; Training and Employment Guidance Letter (TEGL) 16-21; and WSD 16-16, 16-101, 17-08, 19-06, 23-01

PURPOSE: The purpose of this policy is to provide guidance to the Service Providers of the Humboldt County Workforce Development Board (HCWDB) in the provision of Supportive Service payments to (or on behalf of) participants enrolled in National Dislocated Worker Grants (NDWG).

The following provides information on the minimum requirements for the provision of Supportive Service payments. Service Providers may include additional elements in their local policies and procedures so long as they are in conformance with this policy, the WIOA, Department of Labor (DOL) Regulations, and State of California Directives.

POLICY AND PROCEDURE:

Supportive Services for the National Dislocated Worker Grant (NDWG) are a broad range of services that help ensure individuals can participate in employment and training activities or temporary disaster-relief employment. Supportive service delivery must comply with any state and local supportive service policies. These services may include:

Supportive Services may only be provided to individuals who are enrolled and active in the WIOA program and participating in a career or training service as defined in §134 (c)(2) and (3) of WIOA (Regulations, §680.910).

Supportive Service payments must be based upon an Individual Employment Plan (IEP) and may only be provided when they are necessary to enable individuals to participate in career
services or training activities. Additionally all supportive services shall be documented in the participant's file on CalJOBS.

Supportive Service payments made with WIOA funds shall not duplicate services available from other sources (WIOA, §134(d)(2) and (3)).

**CALJOBS ACTIVITY CODES:**
The following activity codes shall be utilized in CalJOBS when a Supportive Service payment is made on behalf of a participant.

**Supportive Services for Dislocated Workers**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>180</td>
<td>Child/Dependent Care</td>
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<tr>
<td>181</td>
<td>Transportation Assistance</td>
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<tr>
<td>182</td>
<td>Medical Services</td>
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<tr>
<td>183</td>
<td>Incentives/Bonuses</td>
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<tr>
<td>184</td>
<td>Temporary Shelter</td>
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<tr>
<td>185</td>
<td>Other (i.e., Employer Background Check)</td>
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<tr>
<td>186</td>
<td>Seminar/Workshop Allowance</td>
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<tr>
<td>187</td>
<td>Job Search Allowance</td>
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<tr>
<td>188</td>
<td>Tools/Clothing</td>
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<tr>
<td>189</td>
<td>Housing Assistance</td>
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<tr>
<td>190</td>
<td>Utilities</td>
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<tr>
<td>191</td>
<td>Educational Testing (i.e., high school equivalency test, occupation certification)</td>
</tr>
<tr>
<td>192</td>
<td>Post-Secondary Materials (i.e., books, fees, school supplies)</td>
</tr>
</tbody>
</table>

*all supportive services shall also have a case note describing what was bought*

**LIMITATIONS/PROHIBITIONS:**

Payments towards goods or services received prior to a participant's enrollment in the WIOA program are prohibited.

The following may not be paid with WIOA funds:

- Fines or penalties
- Legal fees
- Bad debts
- Union initiation fees
- Union dues
- Payments for participant memberships, dues, or subscriptions-unless it is a specific requirement of a training program or necessary and reasonable as a condition of employment
- Cigarettes or alcoholic beverages
- Firearms or ammunition
- Rental deposit
- Purchase of goods or services illegal under any federal state, local, or municipal law or statute
- Payments for real or personal property that bears title (Automobiles, homes, etc.)

**FORM(S):** None
INQUIRIES:

Any questions regarding this policy may be directed to the Workforce Development Board Director at 707-445-7745.

Humboldt County Workforce Development Board Approval Required?  ☒ Yes  ☐ No
TO: All Humboldt County Workforce Innovation and Opportunity Act (WIOA) Staff, Subrecipients, and Service Providers

FROM: Humboldt County Workforce Development Board

EFFECTIVE: June 10, 2022

SUBJECT: On-the-Job Training

REFERENCES: WIOA Section 134;
Title 20 CFR Sections 680.700 – 680.730; 680.195, and 680.200;
Training and Employment Guidance Letter (TEGL) 13-16,19-16;
WSD 23-01

PURPOSE:

This policy guides subrecipients and service providers in the delivery of On-the-Job Training (OJT) as an allowable local training activity to enrolled WIOA Title I participants. As work-based training, OJT assists eligible participants with structured occupational skills training on an actual job worksite, to expose them to the same employment conditions as any other member of the employer's workforce, and to offer them continued, unsubsidized employment opportunities or other allowable positive outcomes, upon completion of their training.

BACKGROUND:

In July 2014, WIOA became law replacing the Workforce Investment Act of 1998. It strengthens existing workforce development and adult educational programs by providing services to low-income adults, dislocated workers, and youth who face employment barriers. Additionally, WIOA expands on the education and training options available to job seekers and businesses through increased access to better careers and professional advancement, supportive services, and practical work-based training activities. The work-based learning approach emphasizes business engagement, incorporates training objectives during the participant's employment, and transitions to unsubsidized employment.

OJT is a type of training that is provided by an employer to a participant (job seeker). During the training, the customer is engaged in productive work in a job for which the customer is paid, and the training provides the knowledge or skills essential to the full and adequate performance of the job. OJT may be provided by an employer in the public, private non-profit or private sectors.
POLICY:

The HC-WDB’s objective for OJT is to match participants and employers according to the potential for growth, abilities needed to succeed, and experience gained through quality worked based training that leads to long-term, unsubsidized employment. When selecting jobs for OJT, subrecipients and service providers must consider those which offer opportunities not otherwise available, lead to economic self-sufficiency, and provide upward economic mobility.

Service providers are responsible for assuring employer compliance with the terms and conditions of the OJT contract. This includes regular contact and review of progress with the OJT employer to reach the participant’s outcomes. Service providers must also assure that presently employed workers are not adversely affected and that there is sufficient work to provide long-term regular employment for the participant. The business must have operated at its current location for at least 120 days. If the business has operated in its current location for less than 120 days and relocated from another area in the U.S., individual(s)/employees must not have been laid off at the previous location as a result of relocation.

General Information:

A. The mandatory components of an OJT program under WIOA are as follows:

- Provide the knowledge or skills crucial to the full and adequate performance of job duties,
- Provide employer reimbursement the maximum of 50 percent of the wage rate for the extraordinary costs of providing training and additional supervision related to the OJT, and
- Limit the appropriate time it takes to adequately train the participant while considering the content of the training, the participant's prior work experience, and the individual's service strategy (ISS) and individual employment plan (IEP).

B. The employer provides OJT in the public, private, or non-profit sector.

C. OJT payments to employers are compensation for costs associated with training participants and the costs associated with lowered productivity of those participants. Employers are not required to document such extraordinary costs.

D. OJT contract is limited to the period required to become proficient in the occupation that the participant is training.

- The duration of the OJT is capped at a maximum of 26 weeks (1,040 hours).
- The appropriate length of the contract is determined by assessing the skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and the participant's IEP or ISS.
- The determination is documented in the participant file through the assessment process and subsequent IEP/ISS development and documented in CalJOBS.

E. Employers under an OJT contract are reimbursed at a rate of up to 50% of wages under the contracted period. WIOA allows the flexibility to increase reimbursement levels up to
75% of the total wage. The following factors are taken into consideration:

- The characteristics of the participant (e.g., length of unemployment, current skill level, and barriers to employment),
- The size of the employer with an emphasis on small businesses,
- The quality of employer-provided training and advancement opportunities, and
- Relation of the training to the competitiveness of the participant (e.g., skills and abilities of the participant prior to beginning training).

F. The factors used to determine the increase in wage reimbursement levels to 75% are documented in CalJOBS.

G. Humboldt County Economic Division Director approves or denies all OJTs for reimbursement levels above 50%.

**Participation Eligibility**

A. Unemployed Workers:
   - Be enrolled in the WIOA program;
   - Participate in required assessment activities;
   - Complete an ISS for youth, and an IEP for adult and dislocated workers; and
   - Have been referred to and hired by an employer but need specific skills to become proficient on the job.

B. Employed Workers:
   - Meet all conditions for unemployed workers; and
   - An employee who is not earning a self-sufficient wage as determined by HC-WDB policy, or wages comparable to, or higher than, wages from previous employer; and
   - The OJT relates to the introduction of new technologies, introduction to new production or service procedures, upgrading to new jobs that require additional skills or workplace literacy.

**Conflict of Interest**

No grantee, contractor, or sub-grantee will engage in any conflict of interest, actual, implied, or apparent, in selecting, awarding, or administering a WIOA funded contract or grant. Training professionals and employers must conduct OJT contracting in a manner that is objective and independent of personal interests.

**Contract Requirements**

Before starting work, all OJT placements require a signed written agreement between the subrecipient and an authorized employer representative. At a minimum, each contract between a subrecipient and employer contains the following elements:

- Occupation(s) that training is provided.
- Training duration.
- Wage rate to be paid to the participant.
- Rate of reimbursement.
• Maximum reimbursement amount.
• A training outline includes a training plan reflecting the work skills required for the position.
• Outline any other classroom training that the employer provides.
• The employer must maintain and make available time and attendance, payroll, and other records that support the amounts claimed by the employer for reimbursement under the OJT contract.
• Assurance that the employer complies with the following wage and labor standards:
  o Compensation to participants is the same rate, including periodic increases for employees and trainees situated in similar occupations by the same employer with similar training, experience, and skills. These rates must meet the Fair Labor Standards Act of 1938 (29 U.S.C. 206(a)(1)) or applicable state or local minimum wage law.
  o Participants are provided benefits and working conditions at the same level and to the same extent as other trainees or employees working a similar length of time and doing the same type of work.
• Assurance by the employer that they comply with the following health and safety standards:
  o Health and safety standards established under federal and state law otherwise applicable to working conditions of employees are equally applicable to working conditions of participants engaged in the OJT.
  o Employer provides Workers' compensation insurance to participants engaged in the OJT on the same basis as compensation provided to other individuals in the state in similar employment.
• The employer complies with federal and state laws, including those that pertain to nondiscrimination based on race, color, sex, religion, national origin, age, disability, sexual orientation, and marital status.
• Assurance that the employer is not experiencing abnormal labor conditions such as strikes, lockouts, or layoffs. The OJT participant will not dislocate or impact the employment or promotional opportunities for the employer's current or laid-off employees.
• The employer or supervisor is not providing OJT training to an immediate family member. The immediate family is a wife, husband, daughter, son, daughter-in-law, father-in-law, aunt, niece, nephew, grandparent, or grandchild.
• Assurance that necessary safety training documentation was provided with either a certificate of completion or a case note including date, time and location.
• A copy of the worker's compensation policy including insurance rate.
• Assurances that the health and safety standard afforded to OTJ participants are the same as working conditions of permanent employees.

Monitoring

Subrecipients monitor each OJT contract at the worksite at least once each calendar month during the OJT period. Subrecipient documents and retains all monitoring results.

HC-WDB monitors sub-recipients for compliance with the OJT policy per HC-WDB’s oversight and monitoring policy.

OJT Contract Restrictions

On-the-Job Training
A. Employers that have received payments under previous OJT contracts and have failed to provide participants with continued long-term employment as regular employees are prohibited from contracting as an OJT provider.
B. Employers relocated from any location in the United States are prohibited from contracting as an OJT provider if the relocation resulted in any employee losing their job at the original location.
C. Employers may not use OJT funds to employ a participant in a position involving political activities.
D. Employers may not use OJT funds to directly or indirectly assist, promote, or deter union organizing.
E. Employers may not use OJT funds to employ or train participants involved in the construction, operation, or maintenance of a facility used for religious instruction or worship.

INQUIRIES:

Any questions regarding this policy may be directed to the Humboldt County Economic Development Division at 707-445-7745.

Humboldt County Workforce Development Board Approval Required? ☒ Yes ☐ No
APPLICANT QUESTIONNAIRE

1. Meetings of the Workforce Development Board shall be called and held pursuant to the provisions of the Ralph M. Brown Act.

   Have you ever been participated on a board or committee that adheres to the Brown Act?
   Yes____ No____ If yes, which one? __________________________________________

2. Appointment to the Humboldt County Workforce Development Board is a commitment for a two-year term starting the date of appointment by the Board of Supervisors through June 30th of the following fiscal year. If appointed to the Workforce Development Board, you are expected to attend meetings quarterly. Each meeting of the full Workforce Development Board is approximately three hours long.

   If appointed to the Workforce Development Board, do you agree to attend these meetings?
   Yes__ No____

3. Upon appointment to the board, you will be provided with a copy of the current Workforce Development Board bylaws.

   Do you agree to review and adhere to the Workforce Development Board bylaws? Yes__ No____

4. Attendance expectations are outlined in the bylaws. Members of the board must not miss more than three consecutive meetings unless excused and no more than five consecutive meetings, whether excused or unexcused, to maintain your seat on the board. Attendance is tracked, reviewed and recorded in the minutes for each meeting. Failure to adhere to the attendance guidelines may result in termination from the Board. If you expect to be absent from a meeting that you must notify the Chair of the Board and/or the Executive Director of the intended absence by no later than 5:00PM the day prior to the scheduled meeting, to be considered excused.

   Do you agree to properly notify staff if you are unable to attend a scheduled meeting? Yes__ No____

   Do you understand the attendance expectations for this Board? Yes__ No____

5. Applicants selected for appointment will be required to submit a Form 700: Statement of Economic Interest, annually

   Do you agree to file the Form 700 annually and disclose any conflict of interest? Yes__ No____

   For more information on the Form 700 please go to: www.fppc.ca.gov/Form700.html

---

FOR OFFICE USE ONLY:

Date Rec’d: ____________________ Staff: ____________________ Submittal Date: ____________________
# Application for Appointment

## Part I – Personal Information

<table>
<thead>
<tr>
<th>Applicant Name (Last, First, and Middle Initial)</th>
<th>Home Telephone</th>
<th>E-Mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thompson, Scott E</td>
<td>707-798-0018</td>
<td><a href="mailto:scott.thompson@nordicaquafarms.com">scott.thompson@nordicaquafarms.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mailing Address</th>
<th>City</th>
<th>State</th>
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<table>
<thead>
<tr>
<th>Name of Business, Agency, or Tribe</th>
<th>Occupation/Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nordic Aquafarms</td>
<td>Project Manager / Engineer</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>P.O. BOX 1477</td>
<td>Eureka</td>
<td>CA</td>
<td>95501</td>
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<table>
<thead>
<tr>
<th>Business Phone</th>
<th>Business Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>707-798-0018</td>
<td></td>
</tr>
</tbody>
</table>

Please provide three references (name, address, phone # and e-mail):

1. Erik Nielsen, [Redacted] [Redacted] [Redacted]
2. Carly Robbins, [Redacted] [Redacted] [Redacted]
3. Annalise von Borstel, [Redacted] [Redacted] [Redacted]

Please indicate which industry you represent:

- [ ] PRIVATE INDUSTRY (please specify which sector you represent)
  - Diversified Health Care
  - Building and Systems Construction
  - Management and Innovation Services
  - Forest Products
  - Other: Aquaculture / Agriculture
  - Specialty Food, Flowers, and Beverages
  - Investment Support Services
  - Niche Manufacturing
  - Tourism

- [ ] PUBLIC INDUSTRY (please specify which sector you represent)
  - Wagner-Peyser Act
  - Board of Supervisors Representative
  - Assembly/State Representative
  - Education (specify)
    - Adult
    - K-12
  - Economic Development
  - Vocational Rehabilitation
  - Labor Organization
  - College of the Redwoods
  - Community Based Organization (specify)
    - Native American Employment Development
    - Employ People with Barriers
    - Train People with Barriers
  - Child Care
  - Youth Employment, Training, or Education
  - Federally Fund Programs/Services for Low-Income Residents
PART II – Guidelines

The following guidelines have been developed to assist the Board of Supervisors in the process of recruiting and appointing new Workforce Development Board members.

To become a member of the Workforce Development Board, you must:

1. Represent the sector for which you are applying (be an owner of a business, a chief executive/operating officer of a business or agency, or other business executive or employer with optimum policy making or hiring authority).

2. Private Sector seats require a formal nomination by an open-membership business organization (i.e., a chamber of commerce or a professional or business organization such as Kiwanis or Rotary), a business trade association, or an agency board of directors. Labor Union seats require a formal nomination from a local labor federation. All other seats require no formal nomination. Your nomination must be secured prior to submitting this application by completing Part III below.

3. Forward the completed application to:

   Workforce Development Board
   825 5th Street
   Eureka, CA 95501
   Attn: Scott Adair, Economic Development Director
   sadair@co.humboldt.ca.us

Applicants selected for appointment will be required to file Form 700, Statement of Economic Interest.

For questions or additional information, please call (707)445-7745 or visit our website: http://gohumco.org/216/Humboldt-County-Workforce-Development-Bo

PART III – Nomination

PLEASE NOTE: Private Sector and Labor Union applications must secure the nomination and signature as described in Part II - #2 above, prior to submitting the application to the Workforce Development Board.

Eureka Chamber of Commerce

(Agency/Organization/Association Name)

hereby formally nominates

Scott E Thompson

(Applicant’s Name)

for appointment to the Workforce Development Board of Humboldt County

Signature of Chair/Director/Chief of Nominating Agency

January 9, 2024

Date

PART IV – Applicant Certification and Signature

I hereby certify all answers and statements are true and complete to the best of my knowledge. I understand the County may verify information and that untruthful or misleading answers are cause for rejection of this application.

Scott Thompson

Signature of Applicant

1-10-24

Date

FOR OFFICE USE ONLY:
Date Rec’d:  Staff:  Submittal Date:
### I. Representatives of Business

<table>
<thead>
<tr>
<th>Position and Area</th>
<th>Organization and Name</th>
<th>Representative Name</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Representatives of Business</td>
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<td></td>
<td></td>
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<tr>
<td>Investment Support Services</td>
<td>Kingsview Partners</td>
<td>Daniel Dixon</td>
<td>1</td>
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<tr>
<td>Diversified Healthcare</td>
<td>Independent Physicians Association</td>
<td>Rosemary Den Ouden</td>
<td>1</td>
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<tr>
<td>Specialty Food, Flowers and Beverage</td>
<td>Leonardi Dairy</td>
<td>Dennis Leonardi</td>
<td>1</td>
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<tr>
<td>Manufacturing</td>
<td>Bay Tank Metals</td>
<td>Lee Cunningham</td>
<td>1</td>
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<tr>
<td>Investment Support Services</td>
<td>Humboldt Investment Capital, LLC</td>
<td>Cedar Reuben</td>
<td>1</td>
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<tr>
<td>Building and Systems Construction</td>
<td>Hooven &amp; Co., Inc.</td>
<td>Timothy Hooven</td>
<td>1</td>
</tr>
<tr>
<td>Management &amp; Innovation Services</td>
<td>Still Center, LLC</td>
<td>Brian Miller</td>
<td>1</td>
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<tr>
<td>Commercial Real Estate</td>
<td>Security National Properties</td>
<td>Kenny Carwall</td>
<td>1</td>
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<tr>
<td>Building and Systems Construction</td>
<td>Granite Construction Company</td>
<td>Gary Huddles</td>
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<td>Specialty Food, Flowers and Beverage</td>
<td>Los Bagels</td>
<td>Eddie Blakelock</td>
<td>1</td>
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<tr>
<td>Tourism</td>
<td>Humboldt Bay Social</td>
<td>Chris Albright</td>
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<tr>
<td>Building and Systems Construction</td>
<td>O&amp;M Industries</td>
<td>Aaron Sweat</td>
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<tr>
<td>Specialty Food, Flowers and Beverage</td>
<td>Ashby's Seafood</td>
<td>Ashley Vellis</td>
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<tr>
<td>Aquaculture</td>
<td>Nordic Aquafarms</td>
<td>Scott Thompson</td>
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</tr>
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</table>

### II. Workforce Representatives

<table>
<thead>
<tr>
<th>Organization and Name</th>
<th>Representative Name</th>
<th>Number</th>
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</thead>
<tbody>
<tr>
<td>Labor Union</td>
<td>UFCW Local 5</td>
<td>Kevin Lennox</td>
</tr>
<tr>
<td>Labor Union</td>
<td>Operating Engineers Local #3 Union</td>
<td>Jeff Hunerfach</td>
</tr>
<tr>
<td>Labor Union</td>
<td>Heat and Frost Insulators, Local #16</td>
<td>Mark Hubbell</td>
</tr>
<tr>
<td>Labor Union</td>
<td>Laborer's Local 324</td>
<td>Treston Shull</td>
</tr>
<tr>
<td>Labor Union</td>
<td>IBEW Local 551</td>
<td>John McEntagart</td>
</tr>
<tr>
<td>CBO addresses employment, training, education for eligible youth</td>
<td>Northern CA Indian Development Council</td>
<td>Madison Flynn</td>
</tr>
</tbody>
</table>

### III. Education and Community Development Entities

<table>
<thead>
<tr>
<th>Organization and Name</th>
<th>Representative Name</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Education</td>
<td>Cal Poly Humboldt University</td>
<td>Cindy Blumgarner</td>
</tr>
<tr>
<td>Institution of Higher Education Offering Workforce Investment Activities</td>
<td>College of the Redwoods</td>
<td>Lisa Gaette</td>
</tr>
<tr>
<td>Labor Union</td>
<td>CA Employment Development Department</td>
<td>Emilia Barbielmieu</td>
</tr>
<tr>
<td>Labor Union</td>
<td>CA Department of Rehabilitation</td>
<td>James Forbes</td>
</tr>
<tr>
<td>Economic and Community Development</td>
<td>City of Eureka- Economic Development</td>
<td>Shawn Aubrey</td>
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</tbody>
</table>

### IV. Local Area representatives appointed by BOS

<table>
<thead>
<tr>
<th>Organization and Name</th>
<th>Representative Name</th>
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</tr>
</thead>
<tbody>
<tr>
<td>K-12 Education</td>
<td>Humboldt County Office of Education</td>
<td>Tanya Trump</td>
</tr>
<tr>
<td>Federally funded serving low income</td>
<td>Humboldt County Board of Supervisors</td>
<td>Michelle Bushnell; Rex Bohn (Alt.)</td>
</tr>
<tr>
<td>Chief Elected Official (BOS)</td>
<td>Humboldt County Office of Education</td>
<td>Rex Bohn</td>
</tr>
<tr>
<td>State elected representative</td>
<td>Humboldt County Board of Supervisors</td>
<td>Michelle Bushnell; Rex Bohn (Alt.)</td>
</tr>
<tr>
<td>Former Youth Council Board Member to serve on the Executive Committee</td>
<td>Humboldt County Office of Education</td>
<td>Rex Bohn</td>
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</tbody>
</table>

### V. Up to 3 representatives from CBO or businesses that provide any of the following services

<table>
<thead>
<tr>
<th>Organization and Name</th>
<th>Representative Name</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Native American Employment Development</td>
<td>Changing Tides Family Services</td>
<td>Larry Venegas</td>
</tr>
<tr>
<td>Child Care non-profit</td>
<td>Ink People</td>
<td>Leslie Castellano</td>
</tr>
<tr>
<td>Employees people with disabilities</td>
<td>Ink People</td>
<td>Leslie Castellano</td>
</tr>
<tr>
<td>Serves youth employment, training or education</td>
<td>Ink People</td>
<td>Leslie Castellano</td>
</tr>
<tr>
<td>Trains people with barriers</td>
<td>Ink People</td>
<td>Leslie Castellano</td>
</tr>
</tbody>
</table>

### Category Sub-Totals

- Representatives of Business: 16
- Workforce Representatives: 6
- Education and Community Development Entities: 5
- Local Area representatives appointed by BOS: 2
- Up to 3 representatives from CBO or businesses that provide any of the following services: 2
- Total: 31

### Meeting WIOA Requirement

- 51% Private Business: 52%
- 20% Workforce (Labor/CBO): 19%
- 15% Workforce (Labor Union): 16%

### VACANT SEAT

- Pending Retirement from HCWDB
- Pending BOS Ratification
February
- Preliminary high level transition meeting
- Start subrecipient monitoring of providers
- Engage state for proper processes

March
- Engage County IT, Purchasing and HR
- 1st partner transition meeting
- Bring transition plan to Executive Committee
- Staffing plan for Job Market employees
- Close out prior contracts and complete true up

April
- 2nd partner transition meeting
- BOS item to allocate additional positions
- Finalize building plan
- Youth provider contracts
- CPHSPF transition contract amendments

May
- Full HCWDB receives transition plan, youth contracts, staffing agreement
- Request state approval for in-house provider services
- BOS item seeking approval to in-house provider services
- Begin recruitment process (July 1 start date)

June
- 3rd (& final) partner transition meeting
- BOS item staffing agreement and youth provider contracts
- Begin IT transition
- Transition supervisor duties

July
- In-house Job Market services start

Attachment J
SELECTION OF AJCC OPERATORS AND CAREER SERVICES PROVIDERS

EXECUTIVE SUMMARY

This policy provides the guidance and establishes the procedures regarding the selection of America’s Job Center of CaliforniaSM (AJCC) Operators and Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker Career Services Providers. This policy applies to all Local Workforce Development Boards (Local Board) and is effective immediately.

This policy contains no state-imposed requirements.

This Directive finalizes Workforce Services Draft Directive, Selection of AJCC Operators and Career Services Providers (WSDD-240), issued for comment on December 28, 2022. The Workforce Development community submitted four comments during the draft comment period. A summary of comments is provided as Attachment 3.

This policy supersedes Workforce Services Directive Selection of AJCC Operators and Career Services Providers (WSD19-13), dated June 8, 2020. Retain this Directive until further notice.

REFERENCES

• WIOA (Public Law 113-128)
• Title 2 CFR Part 2900: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Department of Labor [DOL] Exceptions)
• Title 20 CFR Part 678: Description of the One-Stop Delivery System Under Title I of the Workforce Innovation and Opportunity Act
• Title 20 CFR Part 679: Statewide and Local Governance of the Workforce Development System Under Title I of the Workforce Innovation and Opportunity Act
• Training and Employment Guidance Letter (TEGL) 15-16, Competitive Selection of One-Stop Operators (January 17, 2017)
BACKGROUND

The AJCC locations are the core of California’s workforce system. The AJCC Operators and Adult and Dislocated Worker Career Services Providers play a critical role to ensure that AJCCs are serving as all-inclusive access points to education and training programs for a wide range of customers.

Local Boards are required to conduct an open and competitive process to select their AJCC Operators (WIOA Section 121[d][2][A]). The Local Board, with the agreement of the Chief Elected Official and the Governor, may provide Adult and Dislocated Worker Career Services, or by awarding contracts. Although not required by statute, Local Boards are encouraged to use a competitive process to select their Adult and Dislocated Worker Career Services Providers, similar to the AJCC Operator, to promote efficiency and effectiveness of these roles by regularly examining performance and costs.

POLICY AND PROCEDURES

The AJCC Operators and the Adult and Dislocated Worker Career Services Providers fulfill two distinct and separate roles within the local AJCC system. These roles may be filled by the same entity or different entities based on the Local Board’s determination to meet the needs of its customers and demographic area, however, the roles must be clearly articulated as part of the competitive procurement and selection processes.

In California, AJCC Operators are responsible for coordinating service delivery among all AJCC partners and service providers within the Local Workforce Development Area (Local Area). By having the AJCC Operator serve as the local service delivery coordinator, it allows Local Boards to focus on strategic planning and developing partnerships at the local and regional level.

Roles and Responsibilities

The role of the AJCC Operator includes the following:

- Coordinate the service delivery of required AJCC partners and service providers.
- Ensure the implementation of partner responsibilities and contributions agreed upon in the Memorandum of Understanding (MOU).

The role of the Adult and Dislocated Worker Career Services Provider includes the following:

- Provide basic career services including, but not limited to, participant intake, orientations, initial assessments, employment services, and referrals to other partners and services.
• Provide individualized career services including, but not limited to, comprehensive and specialized assessments, case management, individual employment plans, career planning, and vocational counseling.
• Manage the daily operations in coordination with local fiscal agents for the lease, utilities, and other property activities in support of AJCC premises.
• Manage the hours of operation for AJCCs.

The responsibilities of both the AJCC Operator and Adult and Dislocated Worker Career Services Provider includes the following:

• Report to Local Boards on operations, performance, and continuous improvement recommendations.
• Implement policies established by Local Boards.
• Adhere to all applicable federal and state guidance.

Local Boards may also choose to regionally select an AJCC Operator or Adult and Dislocated Worker Career Services Provider to align regional planning efforts, if operational conditions make it feasible. Selecting one AJCC Operator or Adult and Dislocated Worker Career Services Provider for all Local Boards in a Regional Planning Unit may help align, coordinate, and integrate programs and services on a regional basis.

It is important to note that there are certain restrictions Local Boards must adhere to when defining the AJCC Operator role. Within the defined roles and responsibilities, the AJCC Operator may not perform any of the following:

• Convene system stakeholders to assist in the development of the local plan.
• Prepare and submit local plans.
• Be responsible for oversight of itself.
• Manage or significantly participate in the competitive selection process for AJCC Operators.
• Select or terminate AJCC Operators, Adult and Dislocated Worker Career Services Providers, and Youth Service Providers.
• Negotiate local performance accountability measures.
• Develop and submit budget for activities of the Local Board in the Local Area.

If the entity serving as the AJCC Operator also serves in a different capacity within the AJCC service delivery system (e.g. Local Board support), it may perform some or all of the functions listed above only when acting in its other role as long as there are clearly established firewalls and conflict of interest policies and procedures in place that conform with Title 20 CFR Section 679.430 (Title 20 CFR Section 678.620).

Definitions

For the purposes of this Directive, the following definitions apply:
Conflict of Interest – An employee, officer, agent, or any member of the organization that has interest in a financial gain or tangible benefit and who participates in the selection, award, or
administration of a contract supported by a federal award (Uniform Guidance Section 200.318[c][1]).

**Firewall** – An established policy or procedure that acts as a barrier or protection against an undesirable influence, outcome, or authority. Examples of firewalls include but are not limited to organizational arrangements that provide clear separation of duties and responsibilities, reporting hierarchy of managers and staff that provide clear separation between job duties and responsibilities, and conflict of interest/confidentiality/disclosure agreements (Title 20 CFR 678.625).

**Administrative Entity** – a unit of local government, corporation, or agency designated by a Chief Elected Official (CEO) to oversee and administer WIOA in the Local Area.

**Internal Control** – A process designed to provide reasonable assurance regarding the achievement of objectives in the following categories:

- Effectiveness and efficiency of operations.
- Reliability of reporting for internal and external use.
- Compliance with applicable laws and regulations.
- (Uniform Guidance Section 200.303)

**Selection of AJCC Operator**

Local Boards must select their AJCC Operator through a competitive process at least once every four years (WIOA Section 121[d][2][A]). As part of that competitive process, Local Boards are required to clearly articulate the expected role(s) and responsibilities of the AJCC Operator (Title 20 CFR Section 678.620[a]).

AJCC Operators may be a single public, private, or non-profit entity or consortium of entities. However, if a consortium of entities consists of AJCC partners, it must include a minimum of three of the required AJCC partners listed in WIOA Section 121(b)(1), of demonstrated effectiveness, and be located in the local area (WIOA 121 [d][2][B]).

The types of entities eligible to be an AJCC Operator includes the following:

- An institution of higher education.
- An employment service state agency established under the Wagner-Peyser Act.
- A community-based organization, nonprofit organization, or workforce intermediary.
- A private for-profit entity.
- A government agency or governmental unit, such as, local or county governments, school districts, state agencies, and federal WIOA partners.
- Another interested organization or entity, which may include a local chamber of commerce or other business organization, or a labor organization (WIOA Section 121[d][2][B][i-vi]).
• Nontraditional public secondary schools and area career and technical education schools (WIOA Section 121 (d)(3)) such as a night school, adult school, or an area career and technical education school may be selected (Title 20 CFR Section 678.600(d)). Elementary schools and secondary schools are not eligible to be an AJCC Operator.
• Local Boards must ensure that, in carrying out WIOA programs and activities, AJCC Operators adhere to the following (Title 20 CFR Section 678.600):
  • Disclose any potential conflicts of interest arising from the relations of the AJCC Operator with particular training service providers or other service providers in accordance with Uniform Guidance Section 200.318.
  • Do not establish practices that create disincentives to providing services to individuals with barriers to employment who may require longer-term services, such as intensive employment, training, and education services.
  • Comply with federal regulations and procurement policies relating to the calculation and use of profits as outlined in Uniform Guidance.
  • Adhere to any applicable firewalls or internal controls.

Procurement Standards

When selecting an AJCC Operator, Local Boards are required to fully adhere to the federal procurement standards outlined in Uniform Guidance Sections 200.317-200.327, as well as their local procurement policies.

Although the intent of WIOA is for all Local Boards to procure their AJCC Operators through a full and open competitive process, the Uniform Guidance allows for very limited instances in which alternate procurement methods may be allowed, if substantial justification is provided.

The following are allowable procurement processes under Uniform Guidance:

• Sealed Bid – Uniform Guidance Section 200.320 (b)(1).
• Competitive Proposals – Uniform Guidance Section 200.320 (b)(2)(iv).
• Noncompetitive – Uniform Guidance Section 200.320(c):
  o Does not exceed the micro-purchase threshold.
  o The AJCC Operator services are only available from a single source.
  o The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.
  o After solicitation from a number of sources, competition is determined to be inadequate.

Whichever procurement method is used, Local Boards must retain extensive written documentation explaining the determination of the competitive process followed in selecting an AJCC operator (Title 20 CFR 678.605[d] and 678.610[b]).

Local Boards must also make available to the public, through electronic means and open meetings, information regarding their selection of AJCC Operators (WIOA Section 107[e]).
Once the competitive process is completed and an AJCC Operator is selected, the operator must execute a legally binding agreement. All contracts, agreements, or MOU must include at a minimum the following elements:

- Statement of Work
- Authorized Officials and Purpose
- Additional contractual terms and conditions

All AJCC Operators must be in place and operating in the AJCCs no later than **July 1, 2025**.

*Conflict of Interest and Firewalls*

A Local Board or administrative entity who seeks to compete to be the AJCC Operator must arrange for a neutral third party to conduct the competitive process. The third party may be a consultant, professional, outside government agency, or other independent entity. The Local Board must ensure that the third party does not participate in the competition by bidding, competing, or having any financial interest in the outcome of the procurement.

Local Boards who use a third party to conduct the competitive process must create a firewall in its procurement policy that only allows the Local Board to contribute the necessary and relevant federal, state, and local procurement requirements to the third party for them to conduct the competitive process. This information must be furnished to the third party prior to the start of the procurement process. It is imperative to note that the Local Board is prohibited from drafting specifications, developing contract requirements, statements of work, or other procurement related documents.

*Local Board Request for Approval to be an AJCC Operator*

If a Local Board or administrative entity competes to serve as the AJCC Operator and is selected through an appropriate procurement process, the Local Board may be designated as an AJCC Operator only with the agreement of the CEO and the Governor (WIOA 107[g][2]). In order to be considered by the Governor for designation as an AJCC Operator, the CEO must submit a *Request for Approval to be an AJCC Operator* (Attachment 1) application along with the required supporting documentation to the California Workforce Development Board (CWDB) by **March 1, 2025**, through the following method:

**Email** CWDBPolicyUnit@cwdb.ca.gov

**Subject line** AJCC Operator Application

The local CEO will be notified in writing by **June 1, 2025**, regarding the approval or denial of the proposed Request for Approval. If approved, the designation will be effective immediately.
Selection of Adult and Dislocated Worker Career Service Providers

Local Boards are responsible for identifying eligible Adult and Dislocated Worker Career Services Providers. The WIOA Section 107(d)(10)(D) states that if the AJCC Operator does not provide the Adult and Dislocated Worker Career Services described in Section 134(c)(2), the Local Board must identify eligible providers through awarding contracts.

If an AJCC Operator wishes to also serve as the Adult and Dislocated Worker Career Services Provider they must have appropriate firewalls in place between the staff providing services, the staff responsible for oversight and monitoring of services, and the Local Board. The firewalls must conform to Title 20 CFR Section 679.430 for demonstrating internal controls and preventing conflicts of interests.

A Local Board may avoid a conflict of interest by establishing appropriate firewalls such as a requirement for an outside entity or third party to conduct the competition. Outsourcing the entire process to an alternate entity would be the best practice in this circumstance to avoid a conflict of interest.

All Adult and Dislocated Worker Career Services Providers must be in place and operating in the AJCCs no later than July 1, 2025.

Request for Approval to be Adult and Dislocated Worker Career Services Provider

A Local Board or administrative entity may be designated as an Adult and Dislocated Worker Career Services Provider only with the approval of the CEO and the Governor (WIOA Section 107(g)(2) and Title 20 CFR Section 679.410[b]). Approval under this provision would serve as the agreement by the Governor and would exempt the Local Board from selecting Adult and Dislocated Worker Career Service Providers through the awarding of contracts by allowing them to fulfill the role themselves. In line with the time period of selecting of AJCC Operators, if a Local Board receives approval to provide Adult and Dislocated Worker Career Services, that approval will be valid for a maximum of four years, after which time another request must be submitted.

If a Local Board wants to provide Adult and Dislocated Worker Career Services, the local CEO must submit the Request for Approval to be an Adult and Dislocated Worker Career Services Provider application (Attachment 2) and the required supporting documentation to the CWDB by March 1, 2025, through the following method:

Email       CWDBPolicyUnit@cwdb.ca.gov
Subject line Career Services Provider Application

The local CEO will be notified in writing by June 1, 2025, regarding the status of the request. If approved, the designation will be effective immediately.
**ACTION**

Please bring this Directive to the attention of the Local Board and other relevant parties.

**INQUIRIES**

If you have any questions, contact your Regional Advisor.

/s/ JAVIER ROMERO, Deputy Director  
Workforce Services Branch

Attachments:

1. Request for Approval America’s Job Center of California℠ Operator (DOCX)  
2. Request for Approval Adult and Dislocated Worker Career Services Provider (DOCX)  
3. Summary of Comments (DOCX)  
4. Errata Chronology (DOCX)
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**Grant Proposal**
Humboldt High Road Construction Careers
Is project serving participants?
Yes
Match
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Address
1 Harpst Street
Zip Code
95521
Mailing Address
P.O. Box 1185
Mailing Zipcode
95518
DUNS or SAM Number
014302074
Primary Contact Title
Executive Director of Initiatives, Cal Poly Humboldt
Primary Contact Telephone Number
(707) 845-9535
Fiscal Contact Title
Grant Analyst
Fiscal Contact Telephone Number
(707) 826-5164
Signature
Kacie Flynn
Question - 1

Outline project goals specific to this funding and grant program.

The Humboldt High Road Construction Program (HRCP) goals align with those established by the CWDB Resilient Workforce Fund to support and extend existing HRCC programs (including the SB1 and CCI programs), including:

- Increase regional access to state-approved apprenticeships in the building and construction trades.
- Promoting local hire ordinances and other approaches such as Community Workforce Agreements (CWAs) or Project Labor Agreements (PLAs) to increase demand for apprentices and generate increased employment opportunities.
- Assure continuity of the existing construction pre-apprentice programs in Humboldt County, built on MC3, to address the need for programming that is equitable, competitive, and resilient.
- Facilitate the building of a broader equitable stakeholder network.
- Continuing existing construction workforce programming and begin a planning and implementation process for pre-apprentice and apprenticeship program that connects trainees to the region's workforce and to emerging opportunities.
- Developing a skilled construction workforce to deliver high-quality construction and infrastructure projects.
- Offering access to state-approved building and construction trades apprenticeships, particularly for disadvantaged communities and priority populations.
- Serving underrepresented and disadvantaged construction trades workers while also increasing gender and racial diversity in the workforce.
- Exploring labor, management, and government collaborative frameworks that better anticipate, plan for, and address how construction work is changing and may change in the future in Humboldt County and beyond.
- Continuing existing regional programming while planning and implementing a pre-apprenticeship/apprenticeship program that connects trainees to the region's workforce, including creating connections to emerging regional opportunities in housing and commercial construction, offshore wind, broadband deployment and telecommunications, aquaculture, port development, and more.

Assuring continuity of the existing construction pre-apprentice programs in Humboldt County (currently run by SMART and North State Builds; AJCC), built on the MC3 model, and addressing the need for programming that is equitable (with a focus on recruiting women into the construction industry) will be important to the success of HRCP. So too, building a broad and equitable stakeholder network including workers, management, and government as well as Tribes, justice-involved advocates and transitional age youth organizations will go a long way toward charting a path forward for the success of construction pre-apprenticeship programs in Humboldt County.

Question - 2

What will be accomplished by the end of the grant term?

Upon award, the HRCP project team will develop performance goals, targets, deliverables, and outcomes to clarify the intended accomplishments of the project and to establish relevant performance measures. The project team will establish a formal documentation, monitoring and evaluation (M&E), and reporting protocol to help ensure that process and impact evaluations (built on a continuous improvement model) and progress reporting occur throughout the grant term. Planning program benchmarks (prior to implementation) include: 1) development of a documented and formalized process to continually gather skills needs information from HRCP partners to translate into trainings, 2) demonstrations of ability to implement trainings, and 3) letters of commitment from additional partners (beyond those included with this application).

Accomplishments of HRCP will be tied to programmatic goals and activities, including: 1) increasing access to state-approved apprenticeships in the building and construction trades, 2) building a broader and more equitable stakeholder network, and 3) advocating for local hire ordinances, community benefits agreements, and other policies. The biggest accomplishment at the end of the grant term will be innovative workforce development and pre-apprentice training that creates real pathways to the high-quality, high-road jobs already in and coming to the region.

A key accomplishment of HRCP will thus be to evaluate and leverage existing pre-apprentice trainings for construction trades (including the MC3 curriculum), conduct program evaluations, and develop updated programming and outreach that effectively achieves the goal of a stronger, more diverse workforce—to identify what is working and what is not, and continue building the program.

To help ensure that desired accomplishments are achieved, HRCP staff will document, evaluate, and report on progress over the three-year grant term and provide formative and summative assessments of work accomplished. Evaluation plans will be developed along formal mixed-method guidelines, including quantitative and qualitative measures. In addition to guidance provided by CWDB, HRCP staff will use SMART (Specific, Measurable, Achievable, Relevant and Time-Bound) metrics for project management planning and for performance measurement.
Question - 3
Outline strategies and timeline for implementing project activities. Include information on how your region will improve, expand, and/or scale this body of work based on lessons learned.

Strategies and Timeline

Strategy 1 (Timeline: Program Quarter (PQ) 1): In planning the implementation of the HRCP, the project staff will initiate dialogue among industry leaders, community-based organizations, labor, environmental and social justice groups, civic leaders, and others wishing to become involved in the HRCP program. This dialogue will help ensure that the program 1) is industry led, 2) is partnership-driven, 3) incorporates worker wisdom, 4) deploys instructional methodologies and content appropriate for the construction sector (jobs and workers), and 5) is able to support success and address shortcomings in such areas as operations, work environment, and wraparound supports for participants.

Strategy 2 (PQs 1, 5, 9): Conduct an industry analysis using industry stakeholder input to develop a comprehensive list of region-specific employer and worker skills and training needs. Additional industry analyses in PQs 5 and 9 will help ensure that all input and ideas are accounted for and to accommodate industry changes over the program period.

Strategy 3 (PQs 1-2): Review current program offerings, including the existing MC3 curriculum to identify gaps and opportunities for improvements. This will be a more thorough review in PQs 1-2, with ongoing review throughout the program as needed.

Strategy 4 (PQs 2-12): Deliver the HRCP pre-apprenticeship programming and provide navigation services to assure placement of participants following completion of the program.

Strategy 5 (PQs 1-12): In addition to program administration, conduct ongoing program monitoring and evaluation, with clear performance metrics, including: goals and milestones for pre-apprentice diversity, completion, and tracking graduates into apprentice programs and/or jobs. As with other strategies, this evaluation will be continuous and designed to feed directly into program design and delivery.

Improving, Expanding, and Scaling Efforts
An important part of the planning period in program quarters 1 and 2 (and throughout the program, really) is to generate actionable strategies based on an industry-wide deep dive led by HWC and involving all program partners and other stakeholders. Conducted in coordination with CWDB staff experts, the ongoing evaluation (Strategy 5, above) will also provide for continuous improvement of the HRCP program, with the goal of program expansion and scaling. Staff at the Humboldt County Workforce Coalition (HWC, a partnership between Cal Poly Humboldt, The Humboldt Workforce Development Board, the College of the Redwoods, and the County of Humboldt; the WIOA Title 1 operator for the regional America’s Job Center of California (AJCC)) will help identify and share best practices identified to facilitate program replication.

Question - 4
If requesting a development phase: Outline length of time, activities, priorities, and outcomes that will be achieved prior to implementation. Include how much funding will be dedicated to development phase and how funding will be utilized.

Planning and development will occur in PQ1 as part of Strategy 1 described above. Priorities of the development phase are to ensure that 1) the key elements of pre-apprentice programs are identified, 2) existing regional pre-apprentice construction training program parameters and assessments are identified, and 3) effective strategies for recruiting more women and other underrepresented groups into the construction trades (creating more equity across career profiles) are identified and/or developed. An important component of this stage will be to review existing offerings and practices, and related research, to ensure that best practices are identified and to minimize time wasted "reinventing the wheel."

Key outcomes of the development phase are to help HRCP stakeholders get a clear focus on real-time, industry-defined needs that are developed from worker, management, and other HRCP stakeholder input.

The development phase will provide additional "outcome-based outcomes," including: 1) a better understanding of the pre-apprentice workforce development opportunities that provide measurable skill attainment leading to outcomes such as increases in retention, upskilling, and quality-job placements, 2) a better awareness of how to achieve outcomes for traditionally underserved people, including women, who have experienced barriers to employment in the construction-related trades, and 3) the need for identification and development of continually updated construction skillset inventories as a basis for the curriculum and training activities, with a focus on how skills and related occupations support both resilience and equity outcomes.

Question - 5
Provide details on strategies and planned outcomes to establish structured pathways to pre-apprenticeship and permanent employment.
HRCP will deploy strategies designed around the planned outcomes identified above, using structured and connected skills-learning pathways to help participants graduate and gain apprenticeships or employment. The HRCP team will use such tools as career ladders and lattices to help participants progress along the construction career pathway. Project partners and other stakeholders, facilitated by HWC, will: 1) help identify new training priorities and career pathway opportunities through employer, market, and skills needs assessments, 2) review (e.g., gap analysis), refine, develop, and formalize the high-road skills MC3 pre-apprenticeship curriculum with an eye toward its efficacy in building career pathways, 3) develop a stronger program outreach and recruitment plan built on the notion of “building pathways to construction careers,” and 4) monitor program activities and conduct process and impact assessments of training activities and outcomes to ensure that measurable progress for participants along pathways is achieved.

As currently planned, the HRCP project will offer six trainings over the three-year program period, serving a total of (at least) 75 participants. The trainings will follow the established MC3 curriculum model. Training methods will include “job-skills relationship career mapping” that describe updated high-road career pathways for construction workers tied to specific skills; career mapping can help pre-apprentice trainees think strategically about career goals through self-assessments and “opportunity exploration” that links their skills, knowledge, and abilities (including past experience, accomplishments, and interests) to high-road construction occupations. Data and labor market analyses and related qualitative information will also inform the career mapping process. Importantly, the HRC team recognizes the critical importance of face-to-face meeting and mentoring to keep participants “eyes on the pathway prize.”

Related to career mapping is “skills adjacency” assessment, which looks at an individual’s existing skillset and interests, and identifies promising high-quality careers (in construction or related trades) that offer higher wages or are growing in demand, but that (given a pre-existing skillset) might require less investment of training time and money in training. A skills-adjacency approach enables workers to build “lattices” to higher-quality, higher-skill jobs in addition to ladders—a different way to both envision and traverse the career pathway.

**Question - 6**

Discuss HRCC programs and partnership commitments that currently exists in your region and how the RWF investment will further these. Include information on successful elements to be scaled and/or replicated. Identify required partners as appropriate.

In addition to lead agency Cal Poly Humboldt, the following required partners—many of whom have worked together for decades—are involved with HRCP:

- Humboldt Workforce Coalition, the WIOA Title 1 operator for America’s Job Center of California (AJCC) located in Eureka, California.
- The local Building Trades Council(s) in the region: the Building and Construction Trades Council of Humboldt and Del Norte Counties.
- NBACA-North Bay Apprenticeship Coordinators Association
- Community-Based Organization (CBO): Westside Community Improvement Association (WCIA; 501(c)(3)). WCIA conducts job training, job placement, holistic navigation and stabilization services, among other activities.

Additional HRCP partners include:

- Humboldt County Workforce Development Board: includes representation from labor unions and the private sector, including business and nonprofits.
- College of the Redwoods (CR): CR is a two-year community college offering A.A. degrees. CR is a founding partner of HWC. CR has a strong commitment to building and sustaining programs in Career and Technical Education.
- County of Humboldt Economic Development Department (EDD): EDD is the umbrella organization managing all of Humboldt County government’s economic development programming and workforce development activities.

The HRCP will be collaboratively delivered by a Humboldt County workforce development ecosystem that has a significant track record of successful collaboration among diverse and complementary partners. Because of the region’s relatively low population base and historically lower level of resources for workforce development (though that is changing), partnering can be critical to the success of initiatives, as expertise, resources, and training facilities (in-class, at the work site) can be shared.

**How HRCP furthers successful existing programs**

A key program design consideration of HRPC is to build on “what works” regionally, and to identify what has not worked and why. Programs succeed and fail for many reasons, not always related to their structure and/or delivery mechanisms. From lack of funding or expertise to lapses in communication, staff turnover, or on-the-ground changes that impact program performance, there can be several reasons that a program performance can be eroded. From our experience, key elements for the success of a program are high-quality, measurable program performance metrics that allow for continuous oversight, monitoring, and improvement of programs in the field (the philosophy of “what gets measured gets managed”). The CWDB RWF guidance that focuses on data collection and evaluation as part of program success is well-aligned with the HRCP approach, and HRCP partners will ensure that meaningful evaluation remains an essential and integral part of the program’s efforts.

**Question - 7**

If there are partnerships that do not exist yet and you are hoping to develop through RWF, outline the strategy to engage and secure them.
Cal Poly Humboldt (lead agency) and the Humboldt Workforce Coalition (HWC) have a long history of trust-building and support for organizational and intermediating activities in California’s North Coast region, and will play a critical role in the success of HRCP, including the development of new program partners. The strategy to engage and secure new partners will involve aligning HRCP program objectives with complementary programming at each of the proposed additional partners.

Entities that HRCP staff will seek to develop formal partnerships with include:

- The Blue Lake Rancheria (BLR) Tribe: BLR is developing a 15,000 square-foot resilience-related workforce development campus on reservation lands (focused on disaster preparedness, clean energy, and related economic and workforce development sectors). The goal of the tribe’s efforts is to create and facilitate career pathway development for underrepresented populations, with an emphasis on the region’s Native American population.
- Labor Market Information Division (LMID), the North Coast Labor Market Consultant for LMID provides needed labor data, which facilitated the region’s “Targets of Opportunity” Regional Industry Cluster Study on behalf of the HWC.
- Humboldt County Office of Education (HCOE): runs the Career-Technical Education programming for K-12 (focused on 9-12) schools, including career pathway programming.
- Humboldt County WIOA Youth Program Providers: Representing geographic reach throughout the County.

**Question - 8**

Who will be the core conveners of the partnership? Core conveners are organizations/individuals within the partnership that will be involved in making major partnership decisions, communicating to and on behalf of other partners, and ensuring coordination throughout the region. Include organizations and individuals along with their role and commitment to engage and act on behalf of the partnership.

HWC coordinates community members from the private sector, local government, non-profits, labor unions, education, and public agencies to identify industry needs and develop programs to prepare skilled workforce by articulating career pathways, including career pathways in the construction sector. HWC also works to increase the number of high school students who graduate school already prepared for post-secondary vocational training, further education, and/or a career with advancement opportunities; many of these programs focus on girls/women, at-risk youth, and members of underrepresented and low-income communities.

Importantly, and relevant to the vision of HRCP, HWC supports networking and system alignments, service integration, and continuous improvement in the use of industry data for evidence-based strategic planning, policymaking, and deployment of resources within the greater workforce system County-wide. These types of efforts all jibe well with the goals and objectives of HRCP. Other partners (e.g., Humboldt County Economic Development division) provide workforce development programming and related services.

Cal Poly Humboldt (lead agency) has long played a regional coordinating role and has designed and led forums around a range of topics. Cal Poly Humboldt and the university’s Sponsored Programs Foundation (SPF) have solid infrastructure in place and a proven track record of managing multi-year grants from a wide range of federal, state, and local funders. SPF is an auxiliary organization to Cal Poly Humboldt, with a primary mission to provide the university community with professional and accessible grant and contract services. SPF administers virtually all externally-funded grants/contracts and submits proposals to external funding agencies on behalf of Cal Poly Humboldt.

**Question - 9**

Outline status, priorities, and strategy to engage and work together throughout the grant term and beyond. Include details on regional strategies to for proper data collection and reporting.

HRCP priorities and strategies for working together and for collecting program data are well aligned with and draw from high-road workforce development principles. HRCP programming incorporates the following essential elements of operating a successful high-road program: 1) **Industry-led Problem Solving**: industry leaders representing both employers and workers lead the problem solving for the workforce demands unique to that industry; 2) **Partnerships are a Priority**: strong and durable industry partnerships provide insights and guidance for the program; 3) **Worker Wisdom**: bringing worker voice into strategies and tactics is a core value that strengthens the efficacy of partnerships and of pre-apprentice programs; and 4) **Industry-driven Education and Training Solutions**: HRCP partnerships will tap into existing training, develop, and deliver new high-road-focused programs, or use a hybrid tailored to specific workforce needs, driven by industry (labor/management)-defined needs.

In delivering programming, the HRCP team will develop an ongoing data collection, monitoring, and evaluation plan, continually assessing the effectiveness of the program in: 1) preparing pre-apprentices for entry into the trades through industry-tied curriculum, 2) increasing the completion rates for pre-apprenticeships in the construction trades, 3) increasing the entry of women and underrepresented populations into apprenticeships, and 4) assessing the impact of pre-apprenticeship programs on the skills, perceptions, and career outcomes of women and minorities.
Performance metrics will include: outreach targets, enrollment, training completion, attainment of industry-valued credentials (e.g., MC3 Certificate), placement in a state-certified apprenticeship program, placement in post-secondary education, and placement in construction-related employment other than apprenticeship. To the extent possible, HRC will also track post-program employment and apprenticeship retention, as well as income increases over time.

**Question - 10**

Describe regional strategies that will be used to target and serve priority populations. Identify the type of supportive services that will be provided (e.g. incentives, stipends, etc.) along with key partner organizations with experience, ability, and capacity to implement outreach and placement plans.

Regional strategies used to target and serve priority populations include development of a targeted outreach plan designed to enhance diversity and the participation of women; outreach will be focused on community-based organizations, workforce system partners, regional educational institutions, public agencies engaged in community/economic development, and organizations serving targeted populations of job seekers. Target populations for the program include (among others): 1) women, 2) justice-involved people, 3) under-resourced communities, including Native American communities, communities of color, and unemployed individuals, and 4) people without family or friends in the trades who may not be exposed to and/or aware of available opportunities.

Types of supportive services that will be provided include (but are not limited to) increasing recreational, educational, vocational, and employment opportunities where they are either lacking altogether or insufficient to the needs of the community. The HRCP CBO partner WCIA is a non-profit dedicated to fostering a sense of working together for the benefit of the greater community; WCIA provides job training, job placement, holistic navigation, and stabilization services and has been very successful in helping participants rebuild their lives, find employment leading to high-road careers, and bolstering individual agency and economic security.

A key tenet of the HRCP participant engagement processes is that it requires understanding what it means to be responsive to the community needs defined by that community. HRCP staff ground their community engagement and associated processes in community participation and mobilization approaches where local constituency and cultural influences predominate and where understanding, skill, and sensitivity is needed to fit engagement efforts into the community's self-defined needs. It is hoped that these community-focused and-directed efforts can lead to new networks, partnerships, and collaborations, and to the building of trust that will be critical to ongoing success of HRCP.

**Question - 11**

Describe the counties where project activities will occur during the grant term along with total participants to be served for each.

A total of 75 participants will be served by HRCP over three years in Humboldt County. The County is geographically large with a small-ish population (~150K), and a program imperative will be to schedule meetings and trainings at times and locations that are both convenient and inclusive; teleconferencing (where access and equity allow) may be used to reduce strains on participants for whom travel may be difficult or cost-prohibitive.

While virtual public participation opportunities have become important for maintaining community relationships during the pandemic (and at other times), in-person meetings will be the primary mode of outreach and connection. The dispersed populations in the North Coast region are nothing new for people here, and established networks and communication channels among HRCP partners are already in place to facilitate more effective outreach and program delivery despite these challenging geographical dynamics. An expected outcome of program outreach efforts is the development of new partnerships to leverage the complementary strengths of different entities and more effectively deliver targeted programs to more remote and underserved areas of the County.

While the County's construction demand side, the recent transition of Humboldt State University to Cal Poly Humboldt and the state investment of $458 million—includes creation of 2,200 units of housing and a 70,000 square-foot Engineering building. Roughly $10 billion in offshore wind power and port development is also planned in Humboldt. Local Hire policies are needed to assure the region benefits.

**Question - 12**

Present labor market information that forecasts employment opportunities for first-period apprentices in the building and construction trades in your region.

While plenty of anecdotal information exists in Humboldt County from employers and industry experts regarding the need for workers, there is also a clear need for data-driven, evidence-based labor market information that informs potential workers and workforce development professionals about the employment opportunities that exist for first-period apprentices in Humboldt County. A key goal of the planning phases of HRCP is to conduct an industry analysis to get a better sense of the general issues facing the construction trades, and then to drill down to identify specific opportunities among various skill categories. This assessment will both be guided and inform the work of HRCP partners, in particular the navigation and job placement services.
Ongoing construction industry assessments will identify (and confirm) market trends, emerging opportunities, and also identify gaps in worker training services and in the numbers of workers themselves. The HRCP team will assess the construction industry to identify emerging trends in the sector (e.g., the forecasted growth rate the market is increasing), who the players (firms, suppliers), the workforce training opportunities that exist, and how the HRCP program can better match program curriculum and participant support services with industry needs.

Expend Plan

Funding & Expenditure Plan

In the spaces provided below, in Section I. Funding Plan: Please provide figures for Total Administration (cannot exceed 10% of Total Subgrant/Amount Requested), Total Program Cost (Requested Award Amount minus Administration Costs), and the amount of Leveraged/Match Funds.

In Section II. Expenditure Plan: Applicant must project quarterly spending projections for both grant funds and leveraged funds/match. Quarterly Planned Expenditures refers to the amount of funding applicant is requesting from the CWDB. Quarterly Planned Match refers to leveraged funds as match contribution.

For Application Instructions, please refer to the High Road Construction Careers Webpage.

I. FUNDING PLAN

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<td>$813,927.00</td>
<td>$0.00</td>
<td>$813,927.00</td>
</tr>
<tr>
<td>Total Subgrant Amount</td>
<td>$1,000,000.00</td>
<td>$0.00</td>
<td>$1,000,000.00</td>
</tr>
</tbody>
</table>

II. EXPENDITURE PLAN

<table>
<thead>
<tr>
<th>Quarter/Year</th>
<th>Quarterly Planned Expenditures</th>
<th>Cumulative Planned Expenditures</th>
<th>Quarterly Planned Match</th>
<th>Cumulative Planned Match</th>
<th>Project Total Planned Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarter 1</td>
<td>$55,475.00</td>
<td>$55,475.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$55,475.00</td>
</tr>
<tr>
<td>Quarter 2</td>
<td>$55,500.00</td>
<td>$110,975.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$110,975.00</td>
</tr>
<tr>
<td>Quarter 3</td>
<td>$123,500.00</td>
<td>$234,475.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$234,475.00</td>
</tr>
<tr>
<td>Quarter 4</td>
<td>$55,500.00</td>
<td>$289,975.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$289,975.00</td>
</tr>
<tr>
<td>Quarter 5</td>
<td>$55,500.00</td>
<td>$345,475.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$345,475.00</td>
</tr>
<tr>
<td>Quarter 6</td>
<td>$123,500.00</td>
<td>$468,975.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$468,975.00</td>
</tr>
<tr>
<td>Quarter 7</td>
<td>$55,500.00</td>
<td>$524,475.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$524,475.00</td>
</tr>
<tr>
<td>Quarter 8</td>
<td>$123,500.00</td>
<td>$647,975.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$647,975.00</td>
</tr>
<tr>
<td>Quarter 9</td>
<td>$55,500.00</td>
<td>$703,475.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$703,475.00</td>
</tr>
<tr>
<td>Quarter 10</td>
<td>$123,500.00</td>
<td>$826,975.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$826,975.00</td>
</tr>
<tr>
<td>Quarter 11</td>
<td>$123,500.00</td>
<td>$950,475.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$950,475.00</td>
</tr>
<tr>
<td>Quarter 12</td>
<td>$49,525.00</td>
<td>$1,000,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$1,000,000.00</td>
</tr>
</tbody>
</table>
Budget Narrative

Submit one Budget Narrative on behalf of the partnership.
Every line item on the Budget Summary in which you provide a cost allocation paid directly with grant funds must be reflected on this form (do not include leverage funding). Enough detail should be provided to justify each allocation. Ensure to include a breakdown for all costs encompassing many items under “Narrative Details” as appropriate. For example, if your total Supportive Service allocation the Budget Summary is $200,000, a break down must be provided on this form detailing what specific supports are being covered by the $200,000 along with an estimate cost for each (e.g. transportation services-$50,000, work attire-$70,000, tools-$90,000, etc.).

Staff Salaries and Benefits: Enter the job title and a brief description of the roles and responsibilities for each staff working on your project that is being paid directly with grant funds. For example: “Case Manager; coordinates services and supports for HRTP participants linking them to training and appropriate placement”.

For the salaries cost breakdown, include (FTE), fringe benefits, and benefits percentage. Example provided below:

FTE x Monthly Salary x Time ("X" months) = Total Salary
Total Salary x Benefit Percentage (0.00) = Total Benefits
Total Salary + Total Fringe Benefits = Grand Total

***See Case Manager Salaries example provided on form

<table>
<thead>
<tr>
<th>Quarter/Year</th>
<th>Quarterly Planned Expenditures</th>
<th>Cumulative Planned Expenditures</th>
<th>Quarterly Planned Match</th>
<th>Cumulative Planned Match</th>
<th>Project Total Planned Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarter 13</td>
<td>$0.00</td>
<td>$1,000,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$1,000,000.00</td>
</tr>
<tr>
<td>Total</td>
<td>$1,000,000.00</td>
<td>$1,000,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$1,000,000.00</td>
</tr>
<tr>
<td>Job Title of Staff &amp; Roles and Responsibilities</td>
<td>FTE</td>
<td>Monthly Salary</td>
<td>Months</td>
<td>Total Salary</td>
<td>Benefits</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>-----</td>
<td>----------------</td>
<td>--------</td>
<td>--------------</td>
<td>----------</td>
</tr>
<tr>
<td>HWC Program Coordinator: plan and coordinate HRCP program and activities. Monitor implementation of program policies and practices. Work to keep HRCP program on schedule, within budget, and functioning smoothly. Support program growth and development as necessary.</td>
<td>0.12</td>
<td>7,000</td>
<td>36</td>
<td>$30,240.00</td>
<td>23,833</td>
</tr>
<tr>
<td>Labor relations Lead: Coordinate with labor and industry to develop workforce employment opportunities including project labor and community workforce agreements.</td>
<td>1</td>
<td>3,333.33</td>
<td>36</td>
<td>$119,999.88</td>
<td>64,412</td>
</tr>
<tr>
<td>Navigator (WCIA): Career navigation, job placement, wraparound services provider.</td>
<td>1</td>
<td>4,315.89</td>
<td>36</td>
<td>$155,372.04</td>
<td>72,944.08</td>
</tr>
<tr>
<td><strong>Total Salary</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>$305,611.92</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Total Benefits</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>$161,189.08</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Total Staff Salaries &amp; Benefits Total</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>$466,801.00</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Staff Travel**

List staff traveling, destination/event, and of transportation*

Note: Staff Travel is for employees of the subrecipient entity only. Anyone else listed under Staff Travel would be an unallowable cost.

Contractors should budget their own travel into their contracts and cannot be included under subrecipient entity travel costs.

Vehicle travel In-State and in-County for meetings, trainings, outreach, and recruitment: 1) estimated mileage and fuel costs at $0.625/mile, for regional travel between cities and outlying communities. Calculated as an average of 10 miles per day * 365, * three years. Total mileage reimbursement = $6,843.75.

Average of 2 persons/trip, $46 per diem each, $90/night hotel stays = $136 per person/day (costs estimated per calhr.ca.gov), 10 nights per person per year * three years = $8,160.

**Operating Expenses**

Provide breakdown of operating expenses in each of the major line items below (if applicable)

*Based on FTE for Program Staff

*Based on FTE for Program Staff

<p>| Operating Expenses | $39,220.25 |</p>
<table>
<thead>
<tr>
<th>Item</th>
<th>Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent</td>
<td>$0.00</td>
</tr>
<tr>
<td>Insurance</td>
<td>$0.00</td>
</tr>
<tr>
<td>Accounting (Payroll Services) and Audits</td>
<td>$0.00</td>
</tr>
<tr>
<td>Consumable Office Supplies</td>
<td>$7,500.00</td>
</tr>
<tr>
<td>Printing</td>
<td>$3,269.95</td>
</tr>
<tr>
<td>Communications (phones, web services, etc.)</td>
<td>$3,450.30</td>
</tr>
<tr>
<td>Mailing and Delivery</td>
<td>$0.00</td>
</tr>
<tr>
<td>Dues and Memberships</td>
<td>$0.00</td>
</tr>
<tr>
<td>Outreach</td>
<td>$25,000.00</td>
</tr>
<tr>
<td>Furniture and Equipment</td>
<td>$0.00</td>
</tr>
<tr>
<td>Small Amount of Equipment and Furniture</td>
<td>$0.00</td>
</tr>
<tr>
<td>Pooled items less than $2,500 per unit, include cost allocation - list name of item, cost, and quantity</td>
<td>$0.00</td>
</tr>
<tr>
<td>Equipment and Furniture</td>
<td>$0.00</td>
</tr>
<tr>
<td>Greater than $2,500: List name of item, cost, and quantity to be purchased - prior approval required and added to the Supplemental Budget</td>
<td>$0.00</td>
</tr>
<tr>
<td>Leased Equipment</td>
<td>$0.00</td>
</tr>
<tr>
<td>Provide a description of what is being leased, length of time and costs</td>
<td>$0.00</td>
</tr>
<tr>
<td>See Supplemental Budget for leasing information</td>
<td>$0.00</td>
</tr>
<tr>
<td>Consumable Testing and Instructional Materials</td>
<td>$0.00</td>
</tr>
<tr>
<td>Explain purpose and planned use along with breakdown of individual costs totalling to total line item allocation</td>
<td>$0.00</td>
</tr>
<tr>
<td>NA</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
### Training Tuition, Payments/Vouchers
Detail costs for programs and sector-specific training and certificate programs (include name of organization), as well as training costs for outside training providers (organization/location)
For all training (and OJTs below), read Training Services:

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>$346,975.00 Training Services:ollar Training, Payments/Vouchers</td>
<td></td>
</tr>
</tbody>
</table>

### Supportive Services: We will be providing breakfast to trainees during training. The details are provided in the additional information section.

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supportive Services: We will be providing breakfast to trainees during training</td>
<td>$7,000.00</td>
</tr>
</tbody>
</table>

### Stipends will be provided to MC3 participants. 75 MC3 participants * $4,533 per participants = $339,975. Please see details in attached document titled Additional Information Requested.

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stipends will be provided to MC3 participants</td>
<td>$339,975.00</td>
</tr>
</tbody>
</table>

### On-The-Job Training
List employers and industries partnering in the OJTs. Employer reimbursements for training by an employer that is provided to a paid participant while engaged in productive work in a job that:
a) provides knowledge or skills essential to the full and adequate performance of the job;
b) is made available through a program that 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.

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-The-Job Training</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

### Participant Wages and Fringe Benefits
State planned number of participants to receive wages and benefits and give detail of Work Experience or Transitional Jobs along with breakdown of individual costs totaling to total line item allocation.

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participant Wages and Fringe Benefits</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

### Supportive Services
Gas cards, bus passes, housing, or any additional immediate assistance not available through any other source. Describe the specific services you will provide along with the breakdown of individual costs totaling to total line item allocation.

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supportive Services</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

### Contractual Services
Providing Goods or Services that are required to conduct a federal program.
Describe services provided by each contractor, cost of individual contract, and name of organization/individual service provider. If the contract needs to be procured, list type of procurement and the estimated date the contract will be awarded.

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractual Services</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

To determine if an agency is a contractor or subrecipient (below): WSD 18-06 Subrecipient and Contractor Distinctions

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subrecipient</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

### Indirect costs
Must have approval of Cognizant Agency.
WSD 18-15 Indirect Cost Rates

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indirect costs</td>
<td>$132,000.00</td>
</tr>
</tbody>
</table>

A 25% MTDC rate is applied, since 20% TC (Total Cost) = 25% TDC; the actual IDC is 13% of the project total. Together with the Program Coordinator salary and benefits ($54,073), which are an administrative direct cost, the combined administrative cost for this project amounts to 18.6% of the project budget.
Supplemental Budget

If grant funds are used for Equipment Purchase, Leased Equipment, Contractual Services, and/or Subrecipient, Supplemental Budget must be completed. Instructions, guidance, and resources are outlined within the tab/sections below.

Please Note: The solicitation/application process does not act as procurement nor does it waive state and procurement rules and requirements. All contractual services must be competitively procured in accordance with state procurement regulations and policies and type of procurement must be outlined on the Supplemental Budget.

I. Equipment

List equipment items with a useful life of more than one year and/or with a unit acquisition cost of $2,500 or purchase orders over $2,500. The approval of the budget plan contained in the subgrant does not constitute approval of the purchase of equipment or request. A separate request to purchase equipment must be submitted to the state for prior approval and three competitive quotes must be obtained. If leasing equipment is being considered, it must be include in the procurement analysis. See Leasing Info link below.

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Cost Per Item</th>
<th>Quantity</th>
<th>Total Cost</th>
<th>% Charged to Project</th>
<th>Total Cost Charged to Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL</td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Subrecipients and Contractors - Prior to completing Section II and III, review WSD 18-06 to distinguish between the two.

Subrecipient and Contractor Distinctions WSD 18-06

II. Contractual Services - Providing Goods or Services that are required to conduct a federal program.**If procurement needs to occur and TBD, provide selection timeframe.

All contractual services must be competitively procured in accordance with WSD 17-08 Procurement of Equipment and Related Services:

<table>
<thead>
<tr>
<th>Description - Type of Service</th>
<th>Cost</th>
<th>**Service Provider</th>
<th>Type of Procurement</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

III. Subrecipient - Carries out a portion of the federal program and is required to meet all programmatic compliance requirements.

A subrecipient does not require procurement if it aligns with the criteria in WSD 18-06. Upon review, the State may determine that a subrecipient is a contractor. If this occurs, procurement would be required.

<table>
<thead>
<tr>
<th>Program Service Activities</th>
<th>Cost</th>
<th>Agency Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>

Budget Summary
Submit one Budget Summary on behalf of the partnership.

Provide clear accounting of all costs associated with the project activities and include the leveraged/match amount, source of leveraged match fund, and type of leveraged fund. For each line item of the project, indicate Admin, In-House, or Contracted with the appropriate requested amount. For reference:

Admin (and Indirect): costs associated with administrative and general functions of the fiscal agent In-House: costs that will be absorbed by the fiscal agent; Contracted: services that will be contracted to other organization(s); Should align with Supplemental Budget Contracts.

<table>
<thead>
<tr>
<th>Line Item</th>
<th>Budget Line Item</th>
<th>Grant Funds</th>
<th>Leveraged Funds (Match)</th>
<th>Total Project Budget</th>
<th>Source of Leveraged Funds</th>
<th>Type of Leveraged Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Staff Salaries</td>
<td>$305,611.92</td>
<td>$305,611.92</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Number of full-time equivalents: 2.12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Staff Benefit Cost</td>
<td>$161,189.08</td>
<td>$161,189.08</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Staff Benefit Rate (Percent): 78.81</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>Staff Travel</td>
<td>$15,003.75</td>
<td></td>
<td>$15,003.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Operating Expenses</td>
<td>$39,220.25</td>
<td></td>
<td>$39,220.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>G</td>
<td>Furniture and Equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>G1 Small Purchase (unit cost of under $5,000)</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>G2 Equipment Purchase (See Supplemental Budget)</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>G3 Leased Equipment (See Supplemental Budget)</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H</td>
<td>Consumable Testing and Instructional Materials</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Training Tuition, Payments/Vouchers</td>
<td>$346,975.00</td>
<td>$346,975.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>J</td>
<td>On-The-Job Training</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>K</td>
<td>Participant Wages and Fringe Benefits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>
Indirect Cost Rate must be negotiated and approved by Cognizant Agency, per Appendices III or IV to Uniform Guidance 2CFRPart200.

EDD Directive - Indirect Cost Rates

2CFRPart200 Appendix III

2CFRPart200 Appendix IV

<table>
<thead>
<tr>
<th>Line Item</th>
<th>Budget Line Item</th>
<th>Grant Funds</th>
<th>Leveraged Funds (Match)</th>
<th>Total Project Budget</th>
<th>Source of Leveraged Funds</th>
<th>Type of Leveraged Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>L</td>
<td>Participant Support Services</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M</td>
<td>**Contractual Services (must complete Supplemental Budget)</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>**Subrecipient (must complete Supplemental Budget)</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>O</td>
<td>*Indirect costs (complete items 1 and 2 below)</td>
<td>$132,000.00</td>
<td>$132,000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>Other (describe)</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q</td>
<td>TOTAL FUNDING</td>
<td>$1,000,000.00</td>
<td>$0.00</td>
<td>$1,000,000.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

** See Exhibit G for definitions for Subrecipients vs Contractors

EDD Directive - Subrecipient vs Contractor Distinctions

Total Award $1,000,000.00

** Administrative Costs $186,073.00

Program Costs $813,927.00

Indirect Cost Rate must be negotiated and approved by Cognizant Agency, per Appendices III or IV to Uniform Guidance 2CFRPart200.

EDD Directive - Indirect Cost Rates

| 1 | Indirect Cost Rate (Percent): | 25 |
| 2 | Name of cognizant Agency: | Department of Health and Human Services (but note we are applying a 25% rate) |

***A maximum of 10% of the total project budget will be allowed for administrative costs.
The definition of administrative costs is provided in Appendix A of the RFA.

Work Plan

This form is a tool to help projects plan the various components and identify milestones leading to achievement of project deliverables. Provide details about the activities that will occur each quarter throughout the grant term along with estimated completion dates. This should align with scope of work and goals and deliverables outlined in the project narrative and throughout the application. Activities can carry-over between quarters and should be clearly outlined. Additionally, provide your cumulative monthly planned expenditures reflecting your planned project activities for each quarter (i.e. increasing by successive additions until all awarded funds are utilized). Note: Do not divide your total awarded amount by the total number of months in your project as this does not demonstrate a correlation between planned expenditures and activities.

<table>
<thead>
<tr>
<th>Objectives/Activities</th>
<th>Estimated Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarter 1:</td>
<td></td>
</tr>
<tr>
<td>Objectives/Activities</td>
<td>Estimated Completion Date</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>Objective: Planning/Partnership Development. HWC project lead will coordinate HRCP partners and additional stakeholders and begin industry assessment, program design development, and partner identification and outreach. Host meeting with partners quarterly. Collect relevant data for program monitoring, evaluation, and performance tracking.</td>
<td>Jun 30, 2023</td>
</tr>
<tr>
<td>Quarter 2:</td>
<td></td>
</tr>
<tr>
<td>Objective: Host meeting with partners quarterly on program planning and partnership development. HWC project lead will coordinate HRCP partners and additional stakeholders and begin industry assessment, program design development, and partner identification and outreach. Collect relevant data for program monitoring, evaluation, and performance tracking.</td>
<td>Sep 30, 2023</td>
</tr>
<tr>
<td>Quarter 3:</td>
<td></td>
</tr>
<tr>
<td>Objective: Host meeting with partners quarterly. Continue successful programmatic activities from program quarters 1 and 2, and offer MC3 training and ongoing program management activities. Collect relevant data for program monitoring, evaluation, and performance tracking. Implement planned wraparound and supportive services. Evaluation of program with participants and partners</td>
<td>Dec 31, 2023</td>
</tr>
<tr>
<td>Quarter 4:</td>
<td></td>
</tr>
<tr>
<td>Objective: Graduation celebration for participants from Q3. Begin placement activities for graduates. Share evaluation results with partners. Make changes to next MC3 training based on results. HWC project lead will coordinate continued program design development, and partner identification and outreach. Collect relevant data for program monitoring, evaluation, &amp; performance tracking. Implement planned wraparound &amp; supportive services. Assist with post-training placements. Case management.</td>
<td>Mar 31, 2024</td>
</tr>
<tr>
<td>Quarter 5:</td>
<td></td>
</tr>
<tr>
<td>Objective: HWC project lead will coordinate continued program design development, and partner identification and outreach. Host quarterly partners meeting. Collect relevant data for program monitoring, evaluation, and performance tracking. Implement planned wraparound and supportive services. Assist with post-training placements. Provide case management for trainees.</td>
<td>Jun 30, 2024</td>
</tr>
<tr>
<td>Quarter 6:</td>
<td></td>
</tr>
<tr>
<td>Objective: Host quarterly partners meeting to discuss training and ongoing program management activities. Deliver second round of MC3 pre-apprentice training. Collect relevant data for program monitoring, evaluation, and performance tracking. Implement planned wraparound and supportive services. Assist with post-training placements. Provide case management for trainees.</td>
<td>Sep 30, 2024</td>
</tr>
<tr>
<td>Quarter 7:</td>
<td></td>
</tr>
<tr>
<td><strong>Objectives/Activities</strong></td>
<td><strong>Estimated Completion Date</strong></td>
</tr>
<tr>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>Objective: Host a graduation for trainees. Host quarterly partners meeting. Provide partners evaluation of MC3 training #2. Start outreach for trainees. HWC project lead will coordinate continued program design development based on evaluation outcomes. Collect relevant data for program monitoring, evaluation, and performance tracking. Implement planned wraparound and supportive services for graduates. Assist with post-training placements. Provide case management for trainees.</td>
<td>Dec 31, 2024</td>
</tr>
<tr>
<td>Quarter 8:</td>
<td></td>
</tr>
<tr>
<td>Quarter 9:</td>
<td></td>
</tr>
<tr>
<td>Objective: Host a graduation for trainees. Start outreach for next round of trainees. HWC project lead will coordinate continued program design development, and partner identification and outreach. Collect relevant data for program monitoring, evaluation, and performance tracking. Implement planned wraparound and supportive services. Assist with post-training placements. Provide case management for trainees.</td>
<td>Jun 30, 2025</td>
</tr>
<tr>
<td>Quarter 10:</td>
<td></td>
</tr>
<tr>
<td>Quarter 11:</td>
<td></td>
</tr>
<tr>
<td>Quarter 12:</td>
<td></td>
</tr>
<tr>
<td>Objective: finalize evaluation and reporting. HWC project lead will coordinate final evaluation and reporting. Final data collection for monitoring, evaluation, and performance tracking. Continue to implement planned wraparound and supportive services and prepare for post-program support. Assist with post-training placements. Provide case management for trainees. Wrap-up project.</td>
<td>Mar 31, 2026</td>
</tr>
<tr>
<td>Quarter 13:</td>
<td></td>
</tr>
</tbody>
</table>
Participant Plan

Section I. Target Populations

1. Identify target population(s) project will serve:
Target populations served by HRCP (but the program is not limited to these populations) include: 1) women, 2) justice-involved people, 3) under-resourced communities, including Native American communities, communities of color, and unemployed individuals. While not a formal category, the HRCP staff also recognizes the importance of targeting people without family or friends in the trades who may not be exposed to and/or aware of available opportunities.

Section II. Participant Plan

1. Identify your project goals, performance measures, and outcomes to be accomplished with grant funding and by the end of the grant term:

<table>
<thead>
<tr>
<th>Participant Outcome</th>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
<th>Quarter 5</th>
<th>Quarter 6</th>
<th>Quarter 7</th>
<th>Quarter 8</th>
<th>Quarter 9</th>
<th>Quarter 10</th>
<th>Quarter 11</th>
<th>Quarter 12</th>
<th>Quarter 13</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolled in Program</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>No of Participants at Start of Quarter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>14</td>
<td>14</td>
<td>14</td>
<td>28</td>
<td>28</td>
<td>42</td>
<td>42</td>
<td>56</td>
<td>70</td>
<td>70</td>
<td>378</td>
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<tr>
<td>No of New Participants Joined This Quarter</td>
<td>0</td>
<td>0</td>
<td>15</td>
<td>0</td>
<td>0</td>
<td>15</td>
<td>0</td>
<td>15</td>
<td>0</td>
<td>15</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>75</td>
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<tr>
<td>No of Participants Exited This Quarter</td>
<td>0</td>
<td>0</td>
<td>1</td>
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<td>0</td>
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<td>0</td>
<td>5</td>
</tr>
<tr>
<td>No of Participants at End of Quarter</td>
<td>0</td>
<td>0</td>
<td>14</td>
<td>14</td>
<td>14</td>
<td>28</td>
<td>28</td>
<td>42</td>
<td>42</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enrolled in Training</td>
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<td>0</td>
<td>15</td>
<td>0</td>
<td>0</td>
<td>15</td>
<td>0</td>
<td>15</td>
<td>0</td>
<td>15</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>75</td>
</tr>
<tr>
<td>Completed Training</td>
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<td>14</td>
<td>0</td>
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<td>0</td>
<td>14</td>
<td>0</td>
<td>14</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>70</td>
</tr>
<tr>
<td>Attained Industry-Identified Certificate or Credential</td>
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<td>14</td>
<td>0</td>
<td>0</td>
<td>14</td>
<td>0</td>
<td>14</td>
<td>0</td>
<td>14</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>70</td>
</tr>
<tr>
<td>Placement</td>
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<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
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<td></td>
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<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>0</td>
<td>3</td>
<td>0</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>15</td>
</tr>
<tr>
<td>State-Approved Apprenticeship</td>
<td>0</td>
<td>0</td>
<td>7</td>
<td>0</td>
<td>0</td>
<td>7</td>
<td>0</td>
<td>7</td>
<td>0</td>
<td>7</td>
<td>7</td>
<td>0</td>
<td>0</td>
<td>35</td>
</tr>
</tbody>
</table>
2. Provide details on desired placement outcomes:

a. Post-secondary Education

As part of the navigation and support services, all program participants will be introduced to opportunities for post-secondary education, including the regional community college (College of the Redwoods) and Cal Poly Humboldt. College of the Redwoods offers Career Technical Education programming well-aligned with HRCP. As part of these efforts, HRCP will align with regional K-16 pipeline programming, and other K-16 career technical education offerings, to improve awareness about career opportunities and the ways in which training and coursework facilitates access to those careers.

b. State-Approved Apprenticeship

HRCP will build relationships with state-approved apprenticeship programming (e.g., California Building Trades Joint Apprenticeships Program), and work with area partners to increase apprenticeship opportunities, as a key goal to build a clearer pathway to careers for HRCP participants. Program planning and industry assessments at the outset of the project will work to identify pathways from pre-apprentice to apprentice programs, and to align MC3 curriculum and programming with available opportunities where possible. For individual participants, awareness-raising about the trades (types of jobs, income opportunities, etc.) and to ways to enter them (viz., apprenticeships) is very important to the success of the program. To this end, a key part of program recruitment will be to continue broader regional efforts in career pipeline development, awareness raising, and opportunity provision.

c. Career Advancement / Promotion for Incumbent Workers

HRCP participants may include incumbent workers for whom the program offers a way to move up the career ladder, or to move sideways to related occupations. The program team anticipates that incumbent workers will not represent a significant percentage of program participants (but will also be prepared if those expectations prove incorrect). A key outcome of the program would be the ability to apply new skills to existing jobs, to gain promotions and/or raises, or to identify new career pathways.

d. Employment (New Employees)

A key goal of the project is the employment of participants, either directly following MC3 training or as a step following placement into education or state-approved apprenticeship. A key goal of the HRCP project team is to ensure that support services are tailored to individual participant interests and needs, to ensure that the path developed out of training is the most effective. Ultimately, of course, all paths will lead to employment in a high-road career!

The HRCP is aware that the program is not an end in itself but rather that it fits into an ecosystem, where participant interests and skills combine with industry needs to create multiple pathways to employment and a fulfilling career. The task will be to create replicable approaches that are customized to regional construction industry needs, but also to the specific needs of participants. We are well aware that these needs go beyond just skill-building in the construction trades. Program partners are well versed and experienced in providing the wrap-around services to help workers gain the broader skillset needed for success in the workplace. We are also aware that this success requires working with employers to address worker needs (e.g., trauma-informed approaches).

### Partner R&R

Form is meant to identify all partners and their specific involvement in your project's outcomes and deliverables. Identify partners involved and list them under the appropriate category. Detail their roles and responsibilities and provide the total Match/Leverage contribution as well as the type of contribution (Cash or In-Kind) if partner is providing match contribution. The total Match/Leverage total should be consistent with the amount notated on the cover page, budget summary, and throughout the application where Match/In-Kind total is mentioned.
<table>
<thead>
<tr>
<th>List Partners</th>
<th>Roles and Responsibilities</th>
<th>Leveraged Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Building Trades Council(s) * (required)</td>
<td>Work with other program partners on program development, industry assessments, curriculum design, data identification and collection, evaluation, project labor agreements, post-training placements.</td>
<td>$0.00</td>
</tr>
<tr>
<td>Building and Construction Trades Council of Humboldt and Del Norte Counties.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Joint Apprenticeship Training Committee(s) * (required)</td>
<td>Work with other program partners on program development, industry assessments, curriculum design, data identification and collection, evaluation, project labor agreements, post-training placements. Assist NABTU as needed with MC3 program design and delivery.</td>
<td>$0.00</td>
</tr>
<tr>
<td>Joint Apprenticeship Training Committee, Construction Trades Workforce Initiative (CTWI).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MC3 Provider * (required)</td>
<td>Training Provider; deliver MC3 in conjunction with other partners. Work with other program partners on program development, industry assessments, curriculum design, data identification and collection, evaluation, project labor agreements, post-training placements.</td>
<td>$0.00</td>
</tr>
<tr>
<td>North American Building Trades Union (NABTU).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Based Organization(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Westside Community Improvement Association</td>
<td>Provide career navigation and wraparound/support services. Work with other program partners on program development, curriculum design, data identification and collection, evaluation, and post-training placements.</td>
<td>$0.00</td>
</tr>
<tr>
<td>Others:(Please List)</td>
<td>--NA--</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL** $0.00

*Note: Leverage Funds listed in this section should also be included on the Budget Summary, for all entities contributing funds (leverage or match).*