

**SANTA BARBARA COUNTY WORKFORCE DEVELOPMENT BOARD**  
**LOCAL PLAN PROGRAM YEARS 2021-2024**  
**Two Year Modification, March 2023**

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### **Executive Summary**

The Santa Barbara County Workforce Development Board (SBWDB) is part of the South Central Coast Regional Planning Unit (SCCRPU), a 7,405-square mile area along California's central coast that also includes the San Luis Obispo Workforce Development Board. As required by the Workforce Innovation and Opportunity Act (WIOA), SBWDB is required to develop a four-year local plan that is incorporated into the SCCRPU regional plan and to modify this plan at the two-year mark.

Guidance provided by the State of California Workforce Development Board (CWDB) and the State of California Employment Development Department (EDD) in Directive WSD22-05 describes the local plan as a road map for operationalizing the regional plan, by describing how individuals access services through the America's Job Centers of California (AJCC) system, and articulates how the local workforce development board will coordinate with local partners to ensure person-centered service delivery. Santa Barbara's local plan is also aligned with the state policy objectives of high road workforce development; fostering demand-driven skills attainment; enabling upward mobility for all Californians; and aligning, coordinating, and integrating programs and services.

### **WIOA Core and Required Partner Coordination**

***How Local Boards and AJCC partners will coordinate the services and resources identified in their MOU, as outlined in WSD18-12 (PDF), WIOA Memorandums of Understanding.***

The Santa Barbara County Local Workforce Development (SBCWDB) Area has one comprehensive AJCC center located in Santa Maria, and one affiliate AJCC center located in Santa Barbara, each with the following co-located partner core programs in the centers. These partners will continue to coordinate services and resources:

- WIOA Title I Adult and Dislocated Worker Programs - provided by SBCWDB via Program Operator Subawardee)
- WIOA Title III Wagner-Peyser - provided by State of California Employment Development Department (EDD)
- Trade Adjustment Assistance – provided by EDD
- Unemployment Compensation - provided by EDD

Located in a building adjacent to the Santa Maria comprehensive AJCC is the Temporary Assistance for Needy Families/CalWORKs program (provided by the County of Santa Barbara Department of Social Services). With the advantage of close proximity, these partners will continue to work closely together to coordinate services and resources.

The remaining core partners, WIOA Title IV Vocational Rehabilitation (provided by the State of California Department of Rehabilitation or DOR), and WIOA II Adult Education and Family Literacy (provided through the local community colleges), though not co-located, will continue to remain readily available, through the AJCC system referral practices. These partners as well as the other required AJCC partners will continue to be available in person and virtually. Examples of referral methods will continue to include telephone, email, and texting, and may also include instant messaging, live chat via Zoom or Facetime.

For Business Services, both the Santa Barbara Workforce Board and EDD have established contact points that coordinate Rapid Response between agencies. The Santa Barbara County Workforce Development Board Staff (SBCWDB) will be working on establishing an internet AJCC portal to foster collaboration among the partners.

AJCC partners continue to participate in cross training for their staff to continuously improve the quality of referrals and coordination of resources.

***How the Local Board and AJCC partners will work towards co-enrollment and/or common case management as a service delivery strategy, as outlined in WSD19-09 (PDF), Strategic Co-Enrollment – Unified Plan Partners.***

The AJCC partners have an extensive history of working together to refer and serve clients through coordinating services across programs, including partnering in grants together. In the

absence of a shared data system among the service providers, the partner case managers plan to continue to build relationships through referrals and working cooperatively together to meet the needs of their clients. The partners plan to continue using their data systems to support co-enrollments, such as WIOA service providers entering all information in CalJOBS via case notes and activity codes to document partner services clients are participating in. Other initiatives in progress are expansion of the release forms used by WIOA Title I providers to become a universal release of information form to be used through the county, to be approved by County Counsel such that County government entities (such as Behavioral Wellness, Probation, or Social Services) can share information among service providers as the customer wishes to better serve customers.

***How the Local Board and AJCC partners will facilitate access to services provided through the one-stop delivery system, including in remote areas, through the use of technology and other means.***

The pandemic necessitated that the SBCWDB and partners adapt to provide services virtually to meet the needs of the community. This has enhanced access for more remote areas of the county, which lack strong public transportation infrastructure. SBCWDB and the AJCC partners will continue to build on the delivery of virtual services, such as online workshops that are available live as well as recorded to be available on-demand, that replaced in-person workshops during the COVID-19 pandemic. Currently some services and workshops are also available in-person. The AJCC system will continue to work with the AJCC partners to identify locations offering wi-fi hot spots at no charge to help make online services accessible after COVID-19 supportive service grants conclude.

SBCWDB is also using RPI to provide basic computer skills workshops that will be available through the AJCCs at no cost to clients. These workshops will also be offered in more remote areas of the county through a mobile laptop unit. Specialized outreach will be conducted to ensure the greatest number of participants.

The federal Department of Labor awarded SBCWDB a National Dislocated Worker Grant (NDWG) to provide career services to English Language Learners (ELLs) and to link them through community access points to AJCCs. Nine access points will be added throughout the community that will offer computers and laptops that will enable individuals to connect with digital resources. Navigators will provide job and career services to job seekers. A marketing campaign will conduct outreach to identify ELLs and offer program information as well as direct connection to program services. The NDWG program will end after the third quarter of 2023 but will have established new and lasting connections to remote areas in the county as well as other providers of services to this population.

***How the Local Board and AJCC partners will coordinate workforce and education activities with the provision of appropriate supportive services.***

SBWDB will continue to award supportive services to those in financial need on the basis of an individual assessment and the availability of WIOA funds so that individuals are able to participate in workforce programs and activities including securing and retaining employment. Adults or Dislocated Worker program participants who are enrolled and receiving training or follow-up services under WIOA may be eligible for supportive services if unable to obtain assistance from other agencies providing supportive services. Supportive services may include training-related and/or employment-related expenses.

Through the Local Board and partners, WIOA workforce and education programs provide a wide range of supportive resources, including subsidized childcare and dependent care; transportation vouchers; payment for books, uniforms, and course equipment; substance abuse treatment; and the use of assistive technology for individuals in California who are disabled. Supportive services also may include licensing fees, legal assistance, housing assistance, emergency assistance, and other needs-related payments that are necessary to enable an individual to participate in career and training services. Transportation expenses may also be included (e.g., mileage reimbursement, bus passes, gas cards, automobile insurance.)

***How The Local Board and AJCC partners will comply with WIOA Section 188 and applicable provisions of the Americans with Disabilities Act of 1990 regarding the physical and programmatic accessibility of facilities, programs and services, technology, and materials for individuals with disabilities, as outlined in Nondiscrimination and Equal Opportunity Procedures (WSD17-01).***

State of California Employment Development Department (EDD) programs sublease and co-locate in the Santa Maria comprehensive AJCC One-Stop Center. In connection with renewing the sublease, EDD required, and the County of Santa Barbara obtained, an architectural accessibility assessment to assure that the property complies with all state architectural accessibility standards. The Satellite AJCC One-Stop Center in Santa Barbara is located in a building owned by EDD that houses state employees and accordingly EDD assumes responsibility for assuring that accessibility requirements are fulfilled.

SBCWDB staff are located in both AJCC One-Stop Centers and ensure that appropriate notices, signage, technology and materials are provided for individuals with disabilities. Additionally, annual monitoring reviews are performed for the subrecipient serving as AJCC One-Stop Operator/WIOA Title I Adult and Dislocated Worker program operator, and for the subrecipient serving as WIOA Title I Youth program operator. Required annual monitoring reviews are performed for Eligible Training Providers that have headquarters in the Santa Barbara Local Area and are approved by SBCWDB and so are the responsibility of SBCWDB pursuant to EDD

Directive WSD 21-03. Any requirements not fully met are given a time-specific corrective action plan.

Annual monitoring assesses whether subrecipients serving as program operators are training their staff, as required under subaward agreement terms, in serving individuals with disabilities, and ensuring that all subrecipient staff are aware of the policies and practices to offer reasonable accommodations to ensure accessibility to programs and services.

Partners to the AJCC through the MOU, such as the Department of Rehabilitation, also are available to provide staff development for system partners and services that enable greater accessibility, including assistive technology (assessment and equipment), disability awareness training for employers and assistance to those with a documented disability.

### **State Strategic Partner Coordination**

***How the Local Board will coordinate with County Health and Human Services Agencies and other local partners who serve individuals who access CalFresh Employment and Training services.***

The SBCWDB WIOA Title I programs, CalFresh, and CalWORKs (TANF) are all sited within the Santa Barbara County Department of Social Services (SBCDSS). SBCDSS serves as the fiscal agent for WIOA Title I programs. Under this structure, collaboration and coordination among the programs is integrated into the operating structure of SBCDSS, with monthly management and leadership meetings, and staff having the opportunity to participate together in training and staff development activities. The proximity supports implementing the coordination of service included the Memorandum of Understanding (MOU) between the AJCC required partners. As these programs are located in adjacent structures, AJCC clients have prompt access to CalFresh and CalWORKS (TANF) services.

In 2021, SBCWDB collaborated with SBCDSS staff in the writing of the County CalFresh E&T Annual Plan. The plan established the process for referring E&T participants to WIOA Title I programs and detailed the procedure for evaluating participants and making referrals. The AJCC committed to responding to SBCDSS with information regarding the provision of services and the hours of participation.

In an effort to cross train front line staff, WIOA staff are frequently invited to attend SBCDSS unit meetings to discuss program services. Both WIOA and SBCDSS staff will continue to engage in these efforts.

***How the Local Board will coordinate with Local Child Support Agencies and other local partners who serve individuals who are non-custodial parents.***

Since the original coordination efforts with SBCWDB and the Child Support Services of Santa Barbara County (CSS) were interrupted by the pandemic and key staffing changes, renewed energy is now being offered by both parties to restart, reimagine and expand efforts to collaborate on behalf of custodial and non-custodial parents. The first step is building the connections of the organization's leaders around shared goals and values. Then the manager and supervisor levels can join the collaborative efforts to add the operational perspective to the coordination of services.

There are many opportunities for alignment to assist parents with child support obligations in obtaining the skills and habits necessary to gain and retain employment. In addition to Title I services offered at AJCC's, SBCWDB has many special programs for targeted populations that can be offered to parents interacting with CSS.

CSS services include establishing court orders for paternity, child support and medical coverage; locating noncustodial parents and their assets in order to enforce court orders; maintaining accounts of payments paid and past due; modifying court orders when appropriate; enforcing court orders for child, family, and medical support; and spousal support in conjunction with child support.

To serve both non-custodial and custodial parents, CSS works with many organizations and public agencies in the community. For example, CSS works closely with the county jail to provide information on child support obligations. Of their historic caseload, the majority of noncustodial parents are male, and a significant number are homeless.

For this population, a referral process is being created by CSS, in conjunction with WIOA service providers, and will be incorporated for use with our AJCC One-Stop Operator. The referral process will assist in supporting the targeted population toward living wage jobs and success.

- The SBWDB and CSS will continue working toward developing and using a mutual referral process and a mutual referral form.
- Both agencies will continue to schedule staff facility tours and exchanges of program information for better cross referrals.
- Both agencies will continue the development of a release form to be used by both SBCWDB and CSS that supports information sharing, and a more a timely and smooth relay of client information between agencies so as to assist staff at both agencies with obtaining information on client progress and employment and training verification.

***How the Local Board will coordinate with Local Partnership Agreement partners, established in alignment with the Competitive Integrated Employment (CIE) Blueprint, and other local partners who serve individuals with developmental and intellectual disabilities.***

While the State of California Department of Rehabilitation (DOR) has not formally co-located within the Santa Barbara County AJCCs, DOR staff are currently onsite weekly at the Santa Maria AJCC to provide staff training and meet customers, and plans are underway for a new DOR business specialist to begin visiting the Santa Barbara AJCC for similar purposes. DOR and SBCWDB continue to work together on specific grants and projects such as the Summer Training and Employment Program for Students (STEPS) awarded to the SBCWDB by DOR. A new grant proposal by SBCWDB is currently under consideration by DOR that targets formerly incarcerated adults, English Language Learners and justice-involved youth. This project, if funded, will leverage WIOA funds for shared customers in the STEPS model.

SBCWDB has a new AJCC operator that is organizing all of the partners to meet monthly. DOR and SBCWDB are coordinating to ensure that the appropriate staff are included and using the opportunity to educate and inform all partners on serving individuals with disabilities and in understanding DOR services and eligibility categories. WIOA Title I cross-training is offered at these convenings as well.

The intention to collaborate on business services is being operationalized by SBCWDB staff including DOR in job fairs, bilingual career fairs and Chamber of Commerce events led by SBCWDB staff. The creation of joint marketing messages and materials targeting employers is under discussion. DOR counselors used networking to develop a relationship with a group of restaurant employers looking into apprenticeship training. SBCWDB can add valuable experience and expertise to their efforts. The SBCWDB's round table seeks to bring area job developers together to ensure that the approach to local business and employers is both collaborative and coordinated, including DOR counselors.

In January 2018, the DOR partnership agreement was updated to include new language describing how workforce, DOR, and additional CIE partners will collaborate to create more CIE opportunities for Californians with Intellectual Disabilities/Developmental Disabilities (ID/DD). This updated agreement required further specificity in the local and regional planning guidance for Local Boards and Regional Planning Units to update their regional and local plans. Also addressed was co-location of DOR staff at the AJCC.

The agreement and services to be offered upon co-location of DOR staff in the local AJC include the following:

- Local DOR staff co-locate in AJCC eight hours monthly. During that time, trainings are held to ensure that partner staff gain the knowledge necessary to assist in serving this population;

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- Monthly meetings are held at the AJCC where all partner staff learn about new strategies being incorporated from all partners, including strategies that DOR has implemented relating to ID/DD and CIE;
- Capacity building and professional development for the purpose of ensuring program, physical, and electronic access, including disability awareness training to increase employment opportunities for individuals with disabilities;
- WIOA program strategies include integrating service delivery and braiding resources.

Employer Engagement services to be offered through co-location include collaborative employer outreach and engagement, and marketing of employer incentives and strategies for the hiring of individuals with disabilities, including those relating to section 503 hiring requirements.

The SBWDB supports DOR's access to and participation in regional WIOA planning and in programs which focus on targeted sectors and prioritize career pathways, and in regional labor market analyses that include consideration for individuals and youth with disabilities. DOR is working actively to set up on-the-job trainings for individuals with ID/DD and look forward to working with the AJCC and community partners to assist these individuals to succeed in a competitive, integrated environment.

SBWDB will continue to work with the DOR to develop CIE strategies for those individuals who can benefit from such opportunities, and to provide co-location opportunities for DOR staff.

***How the Local Board will coordinate with community-based organizations and other local partners who serve individuals who are English language learners, foreign born, and/or refugees.***

WIOA Title I programs are sited within the Santa Barbara County Department of Social Services (SBCDSS) which serves significant numbers of Limited English Proficient (LEP) individuals in connection with administering welfare and protective service programs. Accordingly, contractors providing translation services have been identified and are available to assist in serving LEP individuals should WIOA staff not speak the individual's language.

Building on existing partnerships, SBWDB will continue to work with adult education programs to offer, or possibly directly sponsor Adult Basic Education, English as a Second Language (ESL), Vocational English and a Second Language (VESL), or any other remedial education needed. For individuals enrolled in ESL, VESL, or Adult Basic Education, there will be an emphasis on simultaneously providing other training such as job readiness, occupational skills, or paid work experience.

SBCWDB will continue to coordinate with local community colleges to assure that clients, as appropriate, are offered a series of language skill assessments. Based upon the testing results,

participants will continue to be either referred to appropriate online remediation, or training through local community college programs that include the Allan Hancock English as a Second Language Program (see this link: [ESL Brochure.pdf \(hancockcollege.edu\)](#)), and the Santa Barbara City College program at this link: [English Language Program - Santa Barbara City College \(sbcc.edu\)](#), The assessments and training enable the AJCC case managers to assist adult basic education students to successfully transition to postsecondary education, training or employment and reduce the time students spend in remediation.

New services have been added to efforts to reach the ELL population with funding from a SBCWDB NWDG. Services include additional access points throughout the county that will provide job and career services as well as connection to the AJCC system. A marketing campaign will carry the message about the available resources and provide direct connection to the program.

SBWDB will continue to seek input and work with local and regional partners to braid resources and coordinate service delivery to English language learners, the foreign born and refugees by increasing their access to sector pathway programs, supportive services, and retention strategies through:

- Focusing on demand driven occupations within and outside the local priority sectors;
- Focusing on living wage jobs and occupations that pay at minimum \$18.00 per hour;
- Continuing to identify “living wage” occupations through segmentation analysis to better direct resources to those impacted by differences in education levels and other relevant attributes;
- Researching and providing training on how to start and grow a business so that those learning English have a wider range of options for participating in the local economy, and integrating industry recognized credentials.

SBWDB will continue to work with the AJCC partners and local mentoring and networking groups to better coordinate services to English language learners, foreign born individuals, and refugees. Many local schools, CBOs and faith-based organizations currently offer GEDs in Spanish. Partners meet monthly to work on serving at-risk populations that are dependent on supportive services to be eligible for training and education services.

SBWDB will continue to ensure that partner agencies that focus on assisting English language learners, refugees and the foreign-born have access to the referral process for co-enrollment to other programs as well as to ensure that individualized service strategies and employment plans from other partner agencies are made available for use by all partner agencies, as appropriate.

### **WIOA Title I Coordination**

#### ***Training and/or professional development that will be provided to frontline staff to gain and expand proficiency in digital fluency and distance learning.***

Although the agreements between SBCWDB and the subrecipients serving as the WIOA Title I program operators require the subrecipients to provide for staff development, SBCWDB provided extensive classroom training including detailed operations manuals as part of the onboarding process. SBCWDB provides staff to serve as liaisons to the program operators to support both their frontline staff and managers.

Online training is available through Workforce GPS that is used in the local area to learn best practices and training topics through webinars. We also encourage subrecipients to provide training to frontline staff through resources available through the California Workforce Association (CWA) and other specialized training providers.

#### ***Training and/or professional development that will be provided to frontline staff to ensure cultural competencies and an understanding of the experiences of trauma exposed populations.***

The SBCWDB provided onboarding for the new program operators that started at the beginning of this program year (7/1/2022). They immediately began a twelve-week Workforce & Career Development Certification. Training is ongoing to enable them to achieve programmatic goals and meet regulatory requirements. In addition, they must complete other mandatory trainings. Cultural competency training and trauma exposed care will be included.

#### ***How the Local Board will coordinate workforce investment activities carried out in the Local Area with statewide rapid response activities, as outlined in WSD16-04 (PDF), Rapid Response and Layoff Aversion Activities.***

The primary purpose of Rapid Response (RR) as stated in federal guidance is to enable affected workers to return to work as quickly as possible following a layoff, or to prevent layoffs altogether.

Layoff Aversion is one of several required RR activities SB-AJCC must provide. The intent of layoff aversion as a business engagement strategy is to provide business solutions to companies that want to save jobs. To save jobs, business services staff must be able to identify an at-risk company well in advance of layoffs, get executive level commitment to work together, assess the needs of the company, and deliver solutions to address risk factors. Accomplishing this requires data collection, analysis of regional labor market and industry sector trends, early warning mechanisms that can alert of problem areas, and well-trained staff with capacity to build capacity among businesses, labor organizations and civic leaders.

Layoff Aversion is an activity SBCWDB implements through in-depth understanding of our industry sectors to support early detection. SBWCDB plans to continue to use WIOA funded business engagement activities to assist companies in averting layoffs, including customized training, incumbent worker training, and work sharing. As Rapid Response services are provided, other employers are screened to identify those that are hiring for the same position as the affected workers in order to connect them. In addition, collaboration takes place with neighboring counties to identify opportunities for the affected workers and assist the employer who is closing or laying off.

SBWDB plans to continue to initiate rapid response activity with the appropriate partners, after receiving the Worker Adjustment and Retraining Notification Act Notice (WARN) or other notices from employers. SBWDB sees Rapid Response as a valuable component of its business service model. By sourcing talent during peak/growth phases, and facilitating solutions, for both business and workers, during times of decline and recovery, Rapid Response plays a valuable and on-going role across the business cycle. This means the SBWDB and its AJCC One-Stop are prepared to support local business:

- Expanding
- Down-sizing
- Merging
- Relocating
- Reorganizing
- Closing

Rapid Response as a business service is more than simply reacting to layoffs or the provision of services; it is an active, continuous effort of providing long-term solutions that lead to a thriving economy. The SBWDB has adopted a proactive Rapid Response model. The key elements of proactive Rapid Response are the understanding of the workforce and economic development issues facing employers, workers, and the community at large, and the brokering of solutions that respond to their needs.

***A description and assessment of the type and availability of adult and dislocated worker employment and training activities in the Local Area. This includes how the Local Board will ensure that priority for adult career and training services will be given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient, as outlined in WSD15-14 (PDF), WIOA Adult Program Priority of Service.***

SBWDB receives funding for Title I Adult and Dislocated Worker employment and training activities including: job search and placement assistance; labor market information; initial assessment of skills and needs; and information about available services (including access to on-the-job training and training in in-demand industry sectors through training programs available through the ETPL) and follow-up services to help participants remain employed after

placement. SBCWDB passed through WIOA Title I Adult and Dislocated Worker funding to Equus Career Services (“Equus”) ending June 30, 2022 and to Managed Career Solutions (“MCS”) starting July 1, 2023. Both are for-profit entities, and SBCWDB’s subrecipients serving as AJCC One-Stop Operators, and the WIOA Title I Adult and Dislocated Worker Program Operators. Upon the end of the term of the agreement with Equus, SBCWDB commenced competitive procurement and selected MCS the successor to Equus as AJCC One-Stop Operator and WIOA Title I Adult and Dislocated Worker Program Operator.

Through MCS, SBWDB will continue to prepare job seekers with a focus on customer-centered service delivery, including the work preparedness and occupational skills necessary for "middle skill" jobs and career pathways, which will include a combination of Work Preparedness Training and Occupational Skills Training. Training will focus on priority industry sectors and occupational clusters identified by SCCRPU and SBCWDB, and will focus on services that teach skills needed to be successful in the workplace.

Both basic and individualized career services are available at the AJCCs. Basic services are available at the AJCCs to all and may be funded with either or both WIOA Title I or Wagner-Peyser funding. Individualized career services are made available if determined to be appropriate in order for an individual to obtain or retain employment and based on an eligibility determination under WIOA Title I Adult and Dislocated Worker program requirements. There is no order of service, and individualized services may be available without first using basic services.

The types of WIOA workforce services available WIOA Title I Adult, Dislocated Worker Program employment and training services include those described in (see DOLETA TEGL 19-16 Attachment II at [https://wdr.doleta.gov/directives/attach/TEGL/TEGL\\_19-16\\_Attachment\\_II.pdf](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_19-16_Attachment_II.pdf)),

#### Adult and Dislocated Worker Program Services – Basic Services

- Eligibility Determination
- Outreach, Intake, Orientation
- Initial assessment of skill levels and supportive service needs
- Job search assistance (self-directed)
- Job search assistance (staff-assisted)
- Placement assistance (includes “Referred to Employment) (staff-assisted)
- Career Counseling (includes “staff-assisted career guidance”)
- Providing info on in-demand sectors, occupations, or nontraditional employment)
- Provision of referrals and associated coordination of activities with other programs and services
- Provision of workforce and labor market employment statistics information
- Provision of information on job vacancies
- Provision of information on job skills necessary to fill vacancies

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- Provision of information on local demand occupations, with earnings, skill requirements, and opportunities for advancement for those jobs
- Provision of performance and program cost information for providers of education and training
- Provision of information on local performance
- Provision of information on availability of supportive services or assistance
- Referral to supportive services
- Provision of information and meaningful assistance filing for Unemployment Insurance benefits
- Assistance establishing eligibility for financial aid

WIOA Title I Adult and Dislocated Worker Program Services – Individualized Career Service

- Comprehensive and specialized assessments
- Development of Individual Employment Plan
- Group Counseling
- Individual Counseling
- Career Planning
- Short-term prevocational services
- Internships and work experiences (including transitional jobs)
- Workforce preparation activities
- Financial literacy services
- Out-of-area job search assistance and relocation assistance
- English-language acquisition and integrated education and training programs
- Follow up services
- Training Services

SBCWDB provides a full array of services to prepare incarcerated individuals for release and entrance into post-release career services. This Department of Labor funded project offers assessment, career exploration and legal assistance to individuals who are within 20 - 180 days of their release date. Post-release services include apprenticeship and occupational skills training in in-demand industries and occupations.

**Priority of Service**

Priority of service requirements for the WIOA Title I Adult program and training are included in program operator on-boarding training, and SBCWDB WIOA staff training. Program operator staff are instructed to appropriately apply priority of service provisions when providing WIOA Title I Adult program services and training.

SBCWDB implements State of California policy that mandates a minimum of 75% of the newly enrolled adults receiving career or training services must be in a priority service category.

WIOA Section 134(c)(3)(E) establishes a priority requirement with respect to funds allocated to a local area for adult employment and training activities. Under this section, AJCCSM One-Stop center staff responsible for these funds must give priority to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient in the provision of individualized career services. Under WIOA, priority must be provided regardless of the level of funds. Under WIOA the priority also includes individuals who are basic skills deficient as defined in WIOA section 3(5).

Veterans and eligible spouses continue to receive priority of service for all DOL-funded job training programs, which include WIOA programs. However, when programs are statutorily required to provide priority for a particular group of individuals, such as the WIOA priority described above, priority must be provided in the following order:

- (i) First, to veterans and eligible spouses who are also included in the groups given statutory priority for WIOA adult formula funds. This means that veterans and eligible spouses who are also recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient would receive first priority for services provided with WIOA adult formula funds.
- (ii) Second, to non-covered persons (that is, individuals who are not veterans or eligible spouses) who are included in the groups given priority for WIOA adult formula funds.
- (iii) Third, to veterans and eligible spouses who are not included in WIOA's priority groups.
- (iv) Last, to non-covered persons outside the groups given priority under WIOA.

***A description and assessment of the type and availability of youth workforce investment activities in the Local Area, as outlined in WSD17-07 (PDF), WIOA Youth Program Requirements. This includes any strategies the Local Board has about how to increase the digital literacy and fluency of youth participants, including youth with disabilities.***

Through a competitive procurement, Goodwill Industries of Ventura and Santa Barbara Counties is the current program operator for the WIOA Title I Youth Programs for Santa Barbara County. Goodwill has extensive experience in working with youth with disabilities, and in addition to operating the WIOA Title I Youth program for Santa Barbara County, also operates the DOR Student Services Paid Work Experience program for both Ventura County and Santa Barbara County. Upon the end of the term of the agreement with Goodwill, SBCWD will competitively procure a subrecipient to operate the WIOA Title I Youth Program, and will assure that the program operator selected will possess the skills needed to increase digital literacy and fluency of youth participants, including youth with disabilities.

At a minimum, Goodwill and any successor subrecipient will continue to provide the following program design elements for each WIOA youth participant: (a) objective assessment, (b) a

service strategy, and (c) additional elements including: (i) activities leading to attainment of a secondary school diploma or its recognized equivalent or a recognized postsecondary credential, (ii) preparation for postsecondary education and training opportunities, (iii) strong linkages between academic instruction and occupational education that lead to the attainment of recognized postsecondary credentials, (iv) preparation for unsubsidized employment opportunities, and in appropriate cases, effective connections to employers, including those in the designated industry sectors. At a minimum, Goodwill and any successor subrecipient will continue to make the following services available to youth participants: (a) tutoring, (b) alternative secondary school services (or drop-out recovery services), (c) occupational skill training, (d) leadership development opportunities, (e) supportive services, (f) mentoring, (g) guidance counseling, (h) financial literacy education, (i) entrepreneurial skills training, (j) labor market and employment information, (k) preparation for postsecondary education and training.

SBWDB will provide monitoring to assure that appropriate services and strategies are made available to WIOA Youth Program participants. Goodwill is well positioned to serve individuals with barriers and use successful models and activities to serve youth with disabilities.

***The entity responsible for the disbursement of grant funds as determined by the Chief Elected Official (CEO) or the Governor and the competitive process that will be used to award the subgrants and contracts for WIOA Title I activities.***

The entities responsible for the disbursement of grants (such as payment of invoices billed, subgrants and contracts awarded), as determined by the Chief Elected Official (CEO) are (a) the entity serving as fiscal agent for WIOA funds—Santa Barbara County Department of Social Services (SBCDSS) fiscal unit; (b) Santa Barbara County Workforce Development Board (SBCWDB); and (c) the Santa Barbara County Auditor/Controller (SBCA/C).

Disbursements will be made following completion of procurement processes described below, and in accordance with appropriate sub-grant agreements and contracts. SBCWDB-management will review the invoices for compliance with programmatic requirements and will approve payment of the invoices. SBCDSS fiscal unit management will review the invoices for compliance with fiscal requirement and will approve payment of the invoices. The SBCWDB Executive Director will then review and approve the invoices for payment. SBCDSS fiscal unit staff will enter the invoices into the County of Santa Barbara financial system (currently known as FIN) and an SBCDSS fiscal unit supervisor will enter approvals for the invoices in FIN. SBCA/C staff and supervisors will then process the invoices in FIN for electronic payment to the sub-awardees and contractors.

The competitive process SBCWDB will use to award sub-grants and contracts for WIOA Title I activities are the procurement policies and procedures developed by the County of Santa Barbara, the fiscal agent for WIOA funds—SBCDSS, and SBCWDB. These policies and procedures will comply with processes set forth in the federal Uniform Administrative Guidance

at 2 CFR § 200.320 and the procurement thresholds updated by the U.S. Department of Labor (DOL) in their letter dated January 31, 2019 that updates the micro-purchase threshold to \$10,000 and the simplified acquisition threshold (SAT) to \$250,000 (see this link: [https://www.dol.gov/sites/dolgov/files/ETA/grants/pdfs/Grantee\\_Letter-Micropurchase\\_and\\_Simplified\\_Acquisition.pdf](https://www.dol.gov/sites/dolgov/files/ETA/grants/pdfs/Grantee_Letter-Micropurchase_and_Simplified_Acquisition.pdf)). The procurement procedures will also comply with EDD and California Workforce Development Board (CWDB) directives reiterating federal requirements and providing any additional State of California procurement guidance and requirements. SBCWDB will update the procurement processes and the procurement thresholds as changes are made to federal laws, federal regulations such as the federal Uniform Administrative Guidance, federal guidance, and the federal procurement thresholds. SBCWDB will also update the procurement processes to comply with updated or additional federal, State of California, or County of Santa Barbara requirements.

To award sub-grants and contracts for WIOA Title I activities greater than the \$250,000 simplified acquisition threshold (SAT), SBCWDB will use the competitive processes set forth in the federal Uniform Guidance at 2 CFR § 200.320(b) and will comply with the requirements set forth therein. These processes include the descriptions set forth below:

**Sealed bids.** A procurement method in which bids are publicly solicited and a firm fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price.

**Proposals.** A procurement method in which either a fixed price or a cost-reimbursement type contract is awarded.

- (i) Requests for proposals must be published and identify all evaluation factors and their relative importance. Proposals must be solicited from an adequate number of qualified offerors. Any response to publicized requests for proposals must be considered to the maximum extent practical;
- (ii) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and making selections;
- (iii) Contracts must be awarded to the responsible offeror whose proposal is most advantageous to the non-Federal entity, with price and other factors considered.

***A description about how the Local Board fulfills the duties of the AJCC Operator and/or the Career Services Provider as outlined in WSD19-13 (PDF), Selection of AJCC Operators and Career Services Providers. This should include the name(s) and role(s) of all entities the Local Board contracts with.***

SBCWDB fulfills the duties of the AJCC Operator and Career Services Provider through competitive procurement processes by issuing requests for proposals (RFP) that result in agreements for services approved by SBCWDB and awarded by the County of Santa Barbara

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Board of Supervisors. Agreements are awarded for three years with an option to renew for a fourth year. A competitive procurement process through an RFP takes place for both the AJCC Operator and Career Services Provider at least every three to four years.

Currently, for the 2022-23 fiscal year:

- Managed Career Solutions is the AJCC One-Stop Operator and the Title I WIOA Adult and Dislocated Workers Program Operator.
- Goodwill Industries of Ventura and Santa Barbara Counties is the WIOA Title I Youth Program Operator.
- United Way of Santa Barbara, a not-for-profit entity, serves as program operator for WIOA National Dislocated Worker Disaster Grant (NDWG) for providing supportive services to qualifying individuals adversely affected by the COVIDd-19 pandemic.

All SBCWDB and County of Santa Barbara Board of Supervisors meetings where WIOA contracts are on the agenda are public meetings allowing for community input. The procurement is run through County Purchasing which ensures compliance with all applicable Federal, State, and Local requirements. A selection committee is created to review and score proposals received in response to RFPs issued.