



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

PLANNING & OVERSIGHT COMMITTEE

Tuesday, August 27, 2019, 3:00 – 5:00 p.m.

**550 Chadbourne Road, Suite A
Fairfield, CA 94534**

MEETING AGENDA

- I. Welcoming/Convening**
- II. Agenda Additions and/or Deletions**
- III. Public Comment** - *Workforce Development Board (WDB) members, staff, or the public may address the WDB on subjects relating to employment and training in Solano County. A time limit of 3 minutes may be imposed. No action may be taken on non-agenda items.*
- IV. Approval of April 23, 2019 Meeting Minutes**
- V. Presentation – Updates on SCOE Youth Contract**
LaKesha Lovett, Program Manager, Workforce Development
Solano County Office of Education
- VI. Action Items**
 - A. Review and Approval of Record Retention Policy
 - B. Review and Approval of Property Management & Inventory Policy
 - C. Review and Approval of Change 1 to the Procurement Policy
- VII. Discussion Items**
 - A. Taking a Look at Programmatic Reporting
- VII. Adjournment**

Note: The next Planning & Oversight Committee is scheduled for October 22, 2019.

**MINUTES
PLANNING & OVERSIGHT COMMITTEE MEETING
April 23, 2019**

I. Welcoming/Convening

Committee Chair, Paul Castro, called the meeting to order at 3:06 p.m. Quorum was established.

Members Present: Dr. Rhuenette Alums, Kim Beiner, Paul Castro, Fadi Halabi, Jerry Huber

Members Absent: Jon Riley, Alan Kerzin, Scott Reynolds

Staff Present: Heather Henry, Marion Aiken, Tammy Gallentine

II. Additions and/or Deletions from the Agenda

There were no additions and/or deletions from the agenda.

III. Public Comment

There were no public comments.

IV. Approval of February 26, 2019 Meeting Minutes

MOTION #1

**A motion was made and seconded to approve the minutes.
(Riley/Alums) MOTION PASSED UNANIMOUSLY.**

V. Action Items

A. Review and Approval of Eligible Training Provider List Policy

Mr. Aiken gave a detailed overview of agenda item **V.A. Review and Approval of Eligible Training Provider List Policy**, which was included as part of the agenda package and incorporated herein. Mr. Aiken noted that in order for staff to use WIOA funds for training, the provider must be on the state approved list unless exceptions are met, as outlined in the policy. The Workforce Development Board of Solano County (WDB) is part of the vendor approval process. The committee requested to add verbiage that eligible training providers must maintain negotiated performance goals and where the measures can be viewed.

MOTION #2

**A motion was made and seconded to approve the Eligible Training Provider List Policy with modifications and to be presented to the full Board of Directors at the May 2019 meeting.
(Halabi/Huber) MOTION PASSED UNANIMOUSLY**

B. Review and Approval of Apprenticeships Policy

Mr. Aiken reviewed agenda item **V.B. Review and Approval of Apprenticeships Policy** in detail, which was included as part of the agenda package and incorporated herein. Mr. Aiken noted the basic premise of this policy is designed to expand vocational opportunities for eligible WIOA participants requesting access to the pre-apprenticeship programs.

MOTION #3

**A motion was made and seconded to approve the Apprenticeships Policy and to be presented to the full Board of Directors at the May 2019 meeting.
(Beiner/Huber) MOTION PASSED UNANIMOUSLY**

C. Review and Approval of WIOA Youth Service Delivery Policy

Ms. Henry gave a detailed overview of agenda item **V.C. Review and Approval of WIOA Youth Service Delivery Policy**, which was included as part of the agenda package and incorporated herein. Ms. Henry noted this policy gives parameters around funding, how funding requirements are used, program design, youth services implementation, and references some other local policies to ensure staff and youth contractors remain compliant within state and federal guidelines. The fourteen program elements were reviewed in detail.

MOTION #4

**A motion was made and seconded to approve the WIOA Youth Service Delivery Policy and to be presented to the full Board of Directors at the March 2019 meeting.
(Beiner/Halabi) MOTION PASSED UNANIMOUSLY**

VI. Discussion Items

A. Review Presentation of Report for the Annual Retirement Account Contribution for Eligible Employees

Ms. Henry gave a detailed overview of agenda item **VI.A. Review Presentation of Report for the Annual Retirement Account Contribution for Eligible Employees**, which was included as part of the agenda package and incorporated herein. An overview of the process was reviewed and the data presented was discussed. The committee would like staff to add internal metrics to the data presented for future retirement account contribution consideration in 2020.

V. Informational Updates

A. Programmatic Updates

Ms. Henry announced there were four responses to the Youth RFP. A conference call was held with the Ad-Hoc Youth Contract Committee which included Mr. Tim Healer, Mr. Paul Adler, Mr. Fadi Halabi, Mr. Mario Giuliani, and Mr. Alan Kerzin. This conference call reviewed the process of reviewing and scoring each proposal. A meeting will be held on April 26, 2019 to review each proposal and select a youth contractor to be presented to the Board of Directors at the May 2019 meeting.

Ms. Henry gave an update on the 2019 Regional Career Fair which was held on April 18, 2019, which included resources tables from various partners. There were 460 job seekers who attended and over 80 employers. There was great feedback from employers.

Ms. Henry announced

B. AJCC Compliance Requirements

Ms. Henry announced staff received several items which need to be completed by the end of June 2019 including Board Recertification, and update Job Center MOU to include affiliate job centers. The Fairfield location will need to be certified by a request was submitted to the state to postpone the certification deadline due to Fairfield's relocation.

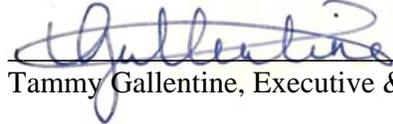
The One-Stop Operator contract is also up for renewal. Ms. Henry asked Mr. Castro to reclude himself during the discussion. Staff would like to renegotiate and restructure the contract and will request a 6 month extension of the contract to reevaluate some pieces of the contract to make improvements in some areas.

VIII. Adjournment

The meeting adjourned at 4:52 p.m.

Note: The next Planning & Oversight Committee meeting will be held Tuesday, June 25, 2019.

Respectfully submitted by:



Tammy Gallentine, Executive & Board Support Specialist

TO: Planning and Oversight Committee Members
FROM: Heather Henry
President/Executive Director
SUBJECT: “**RECORD RETENTION POLICY**”
DATE: August 23, 2019

The policy on Record Retention is to provide guidelines to staff and contracts with respect to the provision of services for federally-funded programs. Previously, no policy was in place, rather procedures outlined requirements for staff.

Overview of Policy

The policy provides information on the requirements for retaining records for federally-funded programs. The U.S. Department of Labor and Small Business Administration require certain records to be maintained for certain lengths of time. No information in the policy was created at the local level.

The implementation of information in this policy has been previously implemented by staff, both programmatically and fiscally. Additional parameters are outlined in the policy, but implementation will largely remain the same.

Key Policy Elements

- Types of records that must be kept
- Length of time records must be kept
- Exceptions to standard length of time
- Outline of public access rights to records



POLICY ISSUANCE

Date: September 20, 2019 Number: 2019-08

RECORDS RETENTION POLICY

INTRODUCTION

This policy provides guidance to the Workforce Development Board (WDB) of Solano County regarding the retention requirements of records for all federal program activities. Recipient of federal funds, including Workforce Innovation and Opportunity Act (WIOA) and Small Business Administrative (SBA) funds, must keep records that are sufficient to permit the preparation of reports required by federal administrations, as well as sufficient to trace the funds to a level of expenditure adequate to ensure that the funds have been spent lawfully.

QUESTIONS

Questions relating to this policy should be directed to Tracy White, One Stop Manager, at twhite@solanowdb.org or (707) 863-3520.

ATTACHMENTS

N/A

POLICY

Record Retention

The WDB must maintain all financial records, supporting documents, statistical records, and all other records pertinent to a Federal award for a period of three years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the state agency by the WDB through subrecipients. With some exceptions, such records must be made available to the public.

Programmatic staff must retain records in a way that protects the confidentiality and personal information of clients. Records must be secured in locked file cabinets or locked file areas that do not permit unauthorized users access. For more information on confidentiality and protection of Personally Identifiable Information (PII), refer to policy "2018-1 Use and Confidentiality of Participant Personally Identifiable Information." Authorized representatives must have the right to access documents and/or records in order to make audits, examinations, excerpts and transcripts.

WIOA requires that subrecipients of Federal funds must maintain all records of each WIOA allocation for a period of three years from the date of the last expenditure report submitted to the Employment Development Department (EDD). If any litigation, claim, or

audit is started before the expiration of the three-year period, ALL records must be retained until all findings have been resolved and final action taken.

Types of records that must be maintained include:

- Records pertinent to grants, grant agreements, interagency agreements, contracts or any other awards; including financial, statistical, property, and supporting documentation.
- Records of non-expendable property.
- Program and data validation records pertinent to applicants, registrants, eligible applicants/registrants, participants, employees, and applicants for employment.
- Records regarding complaints and actions taken on complaints.

Record format may include, but are not limited to paper documents, e-mail, web files, text files, sound and movie files, PDF documents, all Microsoft Office or other formatted files, etc. Copies of records made by digitizing, photocopying, or similar methods may be substituted for original records if they are preserved with integrity and are admissible as evidence. All records must be maintained in a format compatible with current technology.

The WDB must not impose any other record retention requirements for subrecipients. The only exceptions are the following:

- If any litigation, claim, or audit is started before the expiration of the three-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.
- When the subrecipient is notified in writing by the WDB, cognizant agency for audit, oversight agency for audit, cognizant agency for indirect costs, or the WDB to extend the retention period.
- Records for real property and equipment acquired with Federal funds must be retained for three years after final disposition.
- When records are transferred to or maintained by the WDB, the three-year retention requirement is not applicable to the subrecipient.
- Records for program income transactions after the period of performance. In some cases, subrecipients must report program income after the period of performance. Where there is such a requirement, the retention period for the records pertaining to the earning of the program income starts from the end of the WDB's fiscal year in which the program income is earned.
- Indirect cost rate proposals and cost allocations plans. This applies to the following types of documents and their supporting records: Indirect cost rate computations or proposals, cost allocation plans, and any similar accounting computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates).

- *If submitted for negotiation.* If the proposal, plan, or other computation is required to be submitted to applicable state agency to form the basis for negotiation of the rate, then the 3-year retention period for its supporting records starts from the date of such submission.
- *If not submitted for negotiation.* If the proposal, plan, or other computation is not required to be submitted to applicable state agency for negotiation purposes, then the three-year retention period for the proposal, plan, or computation and its supporting records starts from the end of the fiscal year (or other accounting period) covered by the proposal, plan, or other computation.

All records retained beyond the mandatory retention period are subject to audit and/or review.

Documents and / or records that must be destroyed must be shredded and not be placed in a public or accessible trash receptacle.

LIMITATION OF PUBLIC ACCESS TO RECORDS

Personal records of federal program registrants are private and confidential and will not be disclosed to the public. Personal information will be made available to WDB staff, WDB programmatic partners or service providers upon request for the purpose of program and/or financial monitoring and audits.

For WIOA records, this information may be made available to persons or entities having responsibilities under WIOA, including representatives of:

- The U.S. Department of Labor
- California Employment Development Department
- WIOA Grant Recipients and Public Agencies
- California Workforce Development Board
- Local Subrecipients
- WDB Designated Auditors/Evaluators

WIOA registrants will have access to all information concerning themselves as individuals unless the records or information are exempt from disclosure.

DISCLAIMER

This policy is based on WDB's interpretation of the statute, along with the Workforce Innovation and Opportunity Act; Final Rule released by the U.S. Department of Labor and federal and state policies relating to WIOA implementation. This policy will be reviewed and updated based on any additional federal or state guidance.

REFERENCES

Law

- Workforce Innovation and Opportunity Act of 2014 (WIOA)

Federal Guidance

- Title 2 Code of Federal Regulations (CFR) – Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Section 200.333, 335, 336.

State Guidance

- California Workforce Services Directive (WSD) 16-05 – WIOA Closeout Requirements

Approved by

Workforce Development Board of Solano County

DRAFT



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING FOR:
RECORDS RETENTION POLICY
(Issued September 20, 2019)

The Workforce Development Board (WDB) of Solano County's Records Retention Policy contains important information pertaining to my employment and duties at the WDB.

A copy of this policy has been given to me to retain for future reference, and I have been provided with the location on the Shared Drive for the policy where I can obtain an electronic copy.

Since the information and policies described in the policy are necessarily subject to change, I acknowledge that revisions to the policy may occur. All such changes will be communicated through official notices. I understand that revised information may supersede, modify, or eliminate existing policies.

I have received the Records Retention Policy and I understand that it is my responsibility to read and comply with the information contained in this policy and any revisions made to it.

I understand that I should consult my supervisor if I have any questions about the information contained in the policy. I understand that failure to comply with the information contained in the policy could lead to disciplinary action or termination.

Employee's Name (printed): _____

Employee's Signature: _____ Date: _____

TO: Planning and Oversight Committee Members
FROM: Heather Henry
President/Executive Director
SUBJECT: “PROPERTY MANAGEMENT AND INVENTORY POLICY”
DATE: August 23, 2019

The policy on Property Management and Inventory is to provide guidelines to staff and contractor with respect to the property purchased with federal funds. Previously, no policy was in place, rather information was contained in procedural documents.

Overview of Policy

The policy provides information on the requirements for managing, maintaining inventory, and disposal of property purchased through federal funds, particularly through Department of Labor funds. Requirements for property management and inventory are outlined by the federal and state level; no information in the policy was created at the local level.

The implementation of information in this policy has been previously implemented by staff, both programmatically and fiscally. No additional parameters are outlined in this policy.

Key Policy Elements

- Guidelines on intangible and intellectual property
- Requirements for property inventory records
- Requirements for disposition of property
- Guidelines on funds received from sale of property

 <p>WORKFORCE DEVELOPMENT BOARD OF SOLANO COUNTY</p>	<h2>POLICY ISSUANCE</h2>
Date: September 20, 2019 Number: 2019-09	

PROPERTY MANAGEMENT AND INVENTORY POLICY

INTRODUCTION

This policy provides guidance to the Workforce Development Board (WDB) of Solano County for Property Management and Inventory. This policy applies to all subrecipients of Workforce Innovation and Opportunity Act (WIOA) funds, to ensure allowable uses of property and proper management and inventory of property funded with WIOA funds.

QUESTIONS

Questions relating to this policy should be directed to Tracy White, One Stop Manager, at twhite@solanowdb.org or (707) 863-3520.

ATTACHMENTS

N/A

POLICY

The Uniform Guidance provides fiscal and administrative guidance for the administration of the WIOA program. The intent is ensure that assets are managed according to proper inventory, maintenance, and disposition procedures.

Intangible and Intellectual Property

Subrecipients of a federal award obtain the title to intangible property once it has been acquired. The subrecipient must use the property for the originally-authorized purpose and must not encumber the property without approval from the Department of Labor (DOL). Further, DOL has the right to obtain, reproduce, publish, or otherwise use the data produced under a federal award, and authorize others to receive, reproduce, publish, or otherwise use such data for federal purposes. In addition, DOL requires intellectual property developed under a competitive federal award process to be licensed under a Creative Commons Attribution license. This license allows subsequent users to copy, distribute, transmit and adapt the copyrighted work and requires such users to attribute the work in the manner specified by the recipient.

Inventory Records

The WDB and subrecipients must maintain accurate inventory records of all property purchased with federal funds. All property should have a unique identification mark to be

used for inventory purposes. The inventory records must include the following information:

- A description of the property.
- Manufacturer's serial number, model number, or other identification number.
- Source of funding for the property (including the Federal Award Identification Number).
- Whether the title is held by the subrecipient or by DOL.
- Acquisition date (or date received, if the property was furnished by the federal government).
- Cost of the property.
- Percentage of federal participation in the project costs for the federal award under which the property was acquired.
- Location, use, and condition of the property.
- Ultimate disposition data including the date of disposal and the sale price.

In addition to the requirements above, WDB and subrecipient staff must take a physical property inventory and reconcile the inventory with the property records at least once every two years. Staff and subrecipients must also develop a control system to ensure adequate safeguards to prevent loss, damage, or theft of the property; any loss, damage, or theft of property must be investigated. Further, staff and subrecipients must develop adequate maintenance procedures to keep the property in good operating order. Finally, if the WDB or subrecipient is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

The WDB and subrecipients must retain all property records for three years after the date of acquisition, through final disposition and then maintain the records for three years beyond that. Subrecipients must also retain those records for a period of three years from the date of their last expenditure report submitted to the California Employment Development Department's (EDD) Central Office Workforce Services Division. If any litigation, claim, or audit is started before the expiration of the three-year period, all records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. Refer to policy "2019-08 Record Retention" for further information.

Disposition of Property

When reporting any property on the Property Closeout Inventory Certification Form required by EDD, all similar items should be grouped together by category for inventory and fair market value purposes (e.g., computers, furniture, etc.). If equipment with a per unit fair market value of \$5,000 or more, or an inventory of unused supplies with a total aggregate fair market value of \$5,000 or more, is no longer needed for the original project or program, the WDB or subrecipient may use the property for other activities currently or previously supported through DOL funds. Otherwise, if the property is not needed for the original program/project or other DOL supported activities, the WDB or subrecipient may

either retain or sell the property and reimburse the state for the WIOA federal funds' share. The amount of reimbursement is computed by applying the percentage of WIOA federal funds used to purchase these items to the current "fair market" value of the property. If only WIOA federal funds were used, then use 100 percent for the calculation. The WDB and subrecipients may deduct and retain from the WIOA share \$500 or 10 percent of the proceeds of the sale, whichever is less, for selling and handling expenses. The balance of funds must be submitted within 30 days. The name of the entity, subgrant number, year of appropriation, and the funding stream must be provided when submitting the funds. Funds received from the sale of property must be sent to the following address:

Attn: Cash Control Unit Fiscal Programs Division,
MIC 70 Employment Development Department
P.O. Box 826217
Sacramento, CA 94230-6217

If the WDB or subrecipient has no further use for the property and wishes to dispose of it (in a manner other than selling), they must request disposition instructions from the state. If the per unit cost of equipment or total aggregate inventory of unused supplies is less than \$5,000, the WDB or subrecipient may retain the property with no further obligation. Disposition records must still be kept in accordance with WIOA record retention requirements.

Calculation of "Fair Market" Value

The selling price of an item that is sold through auction, advertisement, or a dealer is the fair market value of the item regardless of any prior estimates. An item that is not sold but retained by the entity has a fair market value based on similar items that are offered for sale, using the selling price if known. Methods for determining fair market value include, but are not limited to, the following:

- Auctions
- Classified advertisements for similar used items
- Dealers
- Licensed appraisers

For automobiles, trucks, and vans, the standard authority on the value of used vehicles is the Kelley Blue Book. Depreciated value is not "fair market" value, nor a determining factor in establishing the "fair market" value.

DISCLAIMER

This policy is based on WDB's interpretation of the statute, along with the Workforce Investment and Opportunity Act; Final Rule released by the U.S. Department of Labor and federal and state policies relating to WIOA implementation. This policy will be reviewed and updated based on any additional federal or state guidance.

REFERENCES

Law

- Workforce Innovation and Opportunity Act of 2014 (WIOA)

Federal Guidance

- Title 2 Code of Federal Regulations (CFR) Part 200: “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” (Uniform Guidance)
- Title 2 CFR Part 2900: “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” (Department of Labor [DOL] Exceptions)

State Guidance

- California Workforce Services Directive (WSD) 16-10 – [Property Purchasing and Disposal Directive](#)

Approved by

Workforce Development Board of Solano County

Definitions

Equipment—tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$5,000 (Uniform Guidance Section 200.33).

Uniform Guidance specifies that equipment includes information technology systems, computing devices, software and services (including support services). This includes fees for licensing or subscriptions to software and software support services. Even if a monthly subscription fee is under \$5,000, if the total annual cost for the subscription exceeds \$5,000, then prior approval must be obtained.

General Purpose Equipment—equipment which is not limited to research, medical, scientific or other technical activities. Examples include office equipment and furnishings modular offices, telephone networks, information technology equipment and systems, air conditioning equipment, reproduction and printing equipment, and motor vehicles (Uniform Guidance Section 200.48).

Information technology systems—computing devices, ancillary equipment, software, firmware, and similar procedures, services (including support services), licensing or subscriptions to software and software support services, and related services (Uniform Guidance Section 200.58).

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

Personal Property—property other than real property. It may be tangible, having physical existence or intangible (Uniform Guidance Section 200.78).

Property—real property or personal property (Uniform Guidance Section 200.81).

Real Property—land, including land improvements, structures and appurtenances thereto, but excludes moveable machinery and equipment (Uniform Guidance Section 200.85).

Subrecipient—a non-federal entity that receives a subaward from a pass-through entity to carry out part of a federal program, but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other federal awards directly from a federal awarding agency (Uniform Guidance Section 200.93).

Supplies—all tangible personal property other than equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the nonfederal entity for financial statement purposes or \$5,000, regardless of the length of its useful life (Uniform Guidance Section 200.94).



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING FOR:
PROPERTY MANAGEMENT AND INVENTORY POLICY

(Issued September 20, 2019)

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I have received the Property Management and Inventory Policy and I understand that it is my responsibility to read and comply with the information contained in this policy and any revisions made to it.

I understand that I should consult my supervisor if I have any questions about the information contained in the policy. I understand that failure to comply with the information contained in the policy could lead to disciplinary action or termination.

Employee's Name (printed): _____

Employee's Signature: _____ Date: _____

TO: Planning and Oversight Committee Members
FROM: Heather Henry
President/Executive Director
SUBJECT: “CHANGES TO PROCUREMENT POLICY”
DATE: August 23, 2019

This change to the Procurement Policy is a result of federal and state changes to procurement guidelines. The federal Office of Management and Budget (OMB) increased small purchase thresholds for procurement purposes, which are outlined in the policy change. In addition, the California Workforce Development Board (CWDB) issued a directive establishing provisions for procurement rules regarding regional funding awards. Both updates are being added to the Procurement Policy with this change.

 <p>WORKFORCE DEVELOPMENT BOARD OF SOLANO COUNTY</p>	<h2>POLICY ISSUANCE</h2>	Date: September 20, 2019	Number: 2018-02, Change 1
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PROCUREMENT POLICY, CHANGE 1

INTRODUCTION

As a result of the Memorandum dated June 20, 2018: Executive Office of the President, Office of Management and Budget, “Implementing Statutory Changes to the Micro-Purchase and the Simplified Acquisition Thresholds for Financial Assistance,” The California Employment Development Department (EDD) has updated their state Directive on Procurement thresholds. The below chart reflects the new micro-purchase and simplified acquisitions thresholds to be updated in the procurement policy.

In addition, as a result of the California Workforce Development Board’s (CWDB) changes to regional awards and procurement requirements regarding regional funding, an additional section has been added regarding regional workforce partnerships. The remainder of the procurement policy remains unchanged.

QUESTIONS

Questions relating to this policy should be directed to Brian Hooker, Planning and Industry Coordinator, at bhooker@solanowdb.org or 707-863-3588.

POLICY CHANGE

Methods of Procurement

The changes to the methods of procurement section entail updated cost limits to each procurement method outlined in the below chart.

Procurement Method	Cost Limits	Minimum Bids/Quotes Needed
Micro Purchases	Less than \$10,000	One quote at a reasonable cost
Small Purchases	\$10,000-\$250,000	Two quotes; written, verbal or from a catalog
Sealed Bids	No limits	Three written bids in response to an IFB
Competitive Proposals	No limits	Three written competitive proposals in response to an RFP
Noncompetitive Proposals	No limits	All bids and quotes obtained

All references to the cost limits in the methods of procurement section are replaced with the above modified cost limits for micro and small purchases.

The following language is added to the Methods of Procurement section:

Regional Workforce Funding

The CWDB has defined 14 Regional Planning Units (RPUs), or regions of the State determined by the Governor, with input from local Chief Elected Officials and Local Workforce Boards, which represent the regional labor market and are responsible for developing and implementing Regional Plans. Solano County falls into the North Bay Region consisting of Sonoma Workforce Investment Board and the Workforce Alliance of the North Bay (representing the counties of Lake, Marin, Mendocino, and Napa Counties). For each regional grant awarded to the RPU, a regional fiscal agent is selected to administer the funds on behalf of the region.

For each regional grant, the regional fiscal agent must submit an application that contains the agreements between the partners and/or a detailed plan, the name of the partners that will receive funding, a description of services that will be provided as part of the grant, and the amount of funding designated to each partner. If the grant applicant provides a detailed plan or agreement containing the designated roles for each partner, no additional procurement at the local level will be required.

For the purposes of achieving regional objectives without conducting an additional procurement, the regional fiscal agent has the authority to grant funds to the local workforce areas, community-based organizations, and partners outlined in the grant application. This plan may include a plan for the regional fiscal agent to disburse funds directly to community-based partners, or to local areas, who will disperse funds to community-based partners on behalf of the regional fiscal agent to carry out regional funding objectives.

DISCLAIMER

This policy is based on WDB's interpretation of the statute, along with the Workforce Innovation and Opportunity Act; Final Rule released by the U.S. Department of Labor and federal and state policies relating to WIOA implementation. This policy will be reviewed and updated based on any additional federal or state guidance.

CHANGE TO REFERENCES

Additions:

Federal Guidance

- Executive Office of the President, Office of Management and Budget Memorandum – [Implementing Statutory Changes to the Micro-Purchase and the Simplified Acquisition Thresholds for Financial Assistance](#)

State Guidance

- California Workforce Service Directive (WSD) 18-16 – [Guidance on Regional Awards](#)

Approved by

Workforce Development Board of Solano County