

**SPECIAL MEETING OF THE
SELACO WDB EXECUTIVE COMMITTEE**

**July 9, 2020
Thursday**

3:00 PM



**SPECIAL MEETING OF THE EXECUTIVE
COMMITTEE**

Via ZOOM

<https://zoom.us/j/97932195399>

Meeting ID: 979 3219 5399

July 9, 2020

Thursday

3:00 pm

AGENDA

CALL TO ORDER

ROLL CALL

2020 – 2021

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2019 – 2020

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EXECUTIVE DIRECTORS' REPORT

CONSENT CALENDAR:

1. Approval of Minutes: May 6, 2020

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ACTION ITEM(S):

1. COVID-19 Small Business Revitalization Fund Project
2. In-School WIOA Youth Program; ABC USD Fund-Term Extension

5

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INFORMATION ITEM(S):

NONE

AGENDA REQUESTS FOR NEXT MEETING

ADJOURNMENT

ANNOUNCEMENT OF NEXT MEETING

Meetings of the SELACO WDB are accessible to persons with disabilities. The SELACO WDB will provide reasonable accommodations upon request. Please call (562) 402-9336 to request accommodations.



**SELACO WDB Executive Committee
Attendance Roster
2020-2021**

Board Members	7/9 2020																			
1. Castellanos, Allison Vice Chair Business Representative City of Lakewood																				
2. Dameron, Mark Secretary/Treasurer Business Representative City of Lakewood																				
3. Drake, Aaron Chair Business Representative City of Downey																				
4. Espitia, Ben Labor Organization																				
5. Levine, Barbara Economic Development																				

X = Present A = Absent AE = Absence Excused SP = Special Meeting ~ = No Meeting



**SELACO WDB Executive Committee
Attendance Roster
2019-2020**

Board Members	7/2 2019	8/22 2019	12/19 2019	3/20 2020	3/31 2020	5/6 2020				
1. Castellanos, Allison Vice Chair Business Representative City of Lakewood	X	X	X	X	X	X				
2. Dameron, Mark Secretary/Treasurer Business Representative City of Lakewood	As of July 2019 WDB Board Mtg	X	X	X	X	X				
3. Drake, Aaron Chair Business Representative City of Downey	X	X	X	X	X	X				
4. Espitia, Ben Labor Organization	X	X	X	AE	X	X				
5. Levine, Barbara Economic Development	X	AE	AE	X	X	X				

X = Present A = Absent AE = Absence Excused SP = Special Meeting ~ = No Meeting

**WORKFORCE DEVELOPMENT BOARD
OF THE SOUTHEAST LOS ANGELES COUNTY, INC.**

**Meeting of the Executive Committee
MINUTES**

May 6, 2020

4:30 – 5:00

SELACO WDB
10900 E 183rd St, Ste 350
Cerritos, CA

CALL TO ORDER

The meeting of the Executive Committee was called to order at 4:33 p.m.

ROLL CALL

Committee Members PRESENT

Castellanos, Allison
Dameron, Mark
Drake, Aaron
Espitia, Ben
Levine, Barbara

Committee Members ABSENT

Committee Members Excused ABSENT

SELACO WIB STAFF PRESENT:

Castro, Yolanda
Davis, Carol

MEMBERS OF THE PUBLIC PRESENT:

Joseph, Jack – Policy Board Administrator

EXECUTIVE DIRECTOR'S REPORT

No items to report out at this time.

CONSENT CALENDAR

1. Approval of Minutes: March 31, 2020

A motion was made by Barbara Levine to approve the Consent Calendar as presented, seconded by Aaron Drake. With no further discussion, motion carries to approve. Abstained – Ben Espitia

ACTION ITEM(S)

1. Downey MADE Project

A motion was made by Allison Castellanos to Approve and Authorize the Executive Director to receive the allocated funding of \$339,878 and proceed with project development and planning as presented, seconded by Ben Espitia. With no further discussion, motion carries to approve.

2. State Support Services Grant for \$252,000 to Support Dislocated Worker

A motion was made by Allison Castellanos to Approve and Authorize the Executive Director to accept funding from EDD in the amount of \$252,000 to provide emergency supportive services to individuals impacted by COVID-19 as presented, seconded by Barbara Levine. With no further discussion, motion carries to approve.

3. State Emergency Advance Assistance Grant for \$900,500 to Support Job Seekers and Business

A motion was made by Allison Castellanos to Authorize the Executive Director to receive allocated funding and begin the process of program planning and development as presented, seconded by Mark Dameron. With no further discussion, motion carries to approve.

INFORMATION ITEM(S):

None

AGENDA REQUESTS FOR NEXT MEETING


None

ADJOURNMENT

The meeting was adjourned at 5:01 p.m.



MEMORANDUM

DATE: July 9, 2020
TO: SELACO WDB Executive Committee
FROM: Yolanda Castro, Executive Director 
RE: COVID-19 Small Business Revitalization Fund Project

In April 2020, the SELACO WDB was awarded an Advanced Assistance Grant 25% Governors Discretionary funds to address the needs of job seekers and businesses in our region who have been impacted by the Novel-Coronavirus 2019 (COVID-19). With Board approval, staff will allocate a total of \$200,000 in grant funds to support small businesses in our service area. Staff is proposing a COVID-19 Small Business Revitalization Fund that has been reviewed and approved by the State of California EDD Regional Advisor.

The project will provide small business employers with funds to help mitigate the financial impacts and any potential layoffs/furloughs from COVID-19. The funding allocated for this project will be referred to as COVID-19 Small Business Revitalization Fund (SBRF). The goal is to identify five (5) businesses per city within our eight-city service area eligible to receive up to a \$5,000 grant.

Eligible companies will meet the following criteria:

1. Have a physical address of operation located in our eight-city service area.
2. Have 100 or less employees.
3. Are up to date on Unemployment Insurance (UI) taxes and are in good standing with the State of California.
4. Can demonstrate a need for support to prevent staff layoffs/furloughs or an ability to return staff to work.
5. In the last six months, has not received more than \$10,000 in support from other State, Local or Federal grants and/or loans.

Companies eligible to receive funding may use the funds to:

- Purchase remote access equipment or software that allows employees to work from home rather than being laid off (e.g. computers, printers, telephones, headset, video conferencing software, etc.).
- Purchase services or tools to convert to online sales or delivery during COVID-19 governmental orders.

- Purchase cleaning/sanitation supplies and/or services that will allow a small business to maintain an on-site workforce and prevent exposure to the virus.
- Purchase of additional liability insurance for companies that convert to delivery – based under the State of Emergency.

Attached for your review is a promotional flyer and funding application packet timeline. With Board approval, the attached information will be released to the public on Monday, July 13, 2020 and SELACO staff will begin the process of receiving and reviewing applications, determining the “lottery eligible” companies, and awarding funds to eligible applicants.

The SELACO team is in the final stages of establishing our guidelines and a review committee consisting of two SELACO WDB Board Members and three staff members, will be the SBRF Review Committee.

Action Required:

Authorize staff to proceed with the development of the COVID-19 Small Business Revitalization Fund project allocating \$200,000 to support small businesses in our eight-city service area.



SELACO COVID-19 –Small Business Revitalization Fund

Overview of the Grant Process

The Southeast Los Angeles County Workforce Development Board (SELACO) will provide small business employers with funds to help mitigate the financial impacts and potential layoffs/furloughs from the Novel-Coronavirus 2019 (COVID-19). The Southeast Los Angeles Workforce Development Board (SELACO) has established the *COVID-19 Small Business Revitalization Fund (CV19SBRF)*, in cooperation with the California Employment Development Department (EDD). The fund will provide grants to small employers experiencing economic stresses in order to prevent potential layoffs or facility closures during COVID-19.

The WDB has designated \$200,000 of local and State Rapid Response funding for the SELACO *COVID-19 Small Business Revitalization Fund (CV19SBRF)*. Qualified companies may be eligible for up to one \$5,000 grant as awarded through a lottery. Applications will be due by 5:00 pm on July 31, 2020.

Qualifications

Eligible applicants include businesses that:

- Have a business location in the SELACO Service Delivery Area which is limited to businesses located in Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, Norwalk, and Paramount; **and**
- Have 100 employees or fewer; **and**
- Are up-to-date on Unemployment Insurance (UI) taxes and must secure a “Certificate of Good Standing” as certified by the California Secretary of State, upon winning a grant; **and**
- Can demonstrate a need for support to prevent staff layoffs/furloughs, due to the impacts of COVID-19; **and**
- Submits a qualified Funding Application of no more than \$5,000 by the established deadline; **and**
- In the last six months has not received more than \$10,000 in support from other State, Local or Federal grants and/or loans.

Fund Utilization

Employers must utilize the funds to create solutions that mitigate layoffs/furloughs. Requests must be reasonable, necessary, and directly related to preventing potential layoffs/furloughs or facility closures as a result of COVID-19. All applications will be reviewed by the SELACO WDB to determine qualification and awards.

Examples of permissible fund utilization include, but are not limited to:

- Purchasing remote access equipment or software that allows employees to work from home rather than being laid off (e.g. computers, printers, telephones, headsets, video conferencing software, etc.);
- Paying for services or tools to convert to online sales or delivery during COVID 19 governmental orders;
- Purchasing cleaning/sanitation supplies and/or services that will allow a small business to maintain an on-site workforce and prevent exposure to the virus;
- On a limited basis, SELACO will consider proposals for assistance other than the circumstances mentioned above (prior approval required before completion of the Grant Application).

Funds may not be used to pay for employee wages or benefits, nor for support services for employees such as childcare, transportation costs, lodging expenses, or meals. Any equipment or software costs over \$5,000 requires prior approval from SELACO.

Grant Requirements

The SELACO COVID-19 Small Business Revitalization Fund (CV19SBRF) was created, in part, from federal Workforce Innovation and Opportunity Act (WIOA) funding. As a result, selected employers must attest to the Certifications and Assurances and complete the SELACO contract process before funds are expended. In addition, businesses will be required to submit brief performance reports and proof of expenses. Performance reports will include data on the number of jobs saved, estimated amount of annual wages saved, and project-specific measures and results (to be determined on a case-by-case basis).

Entities receiving a grant may be subject to local, state, or federal monitoring. Grant recipients must retain receipts/records for at least three years beyond the final term of the grant period.

How to Apply

To apply for the SELACO COVID-19 Small Business Revitalization Fund (CV19SBRF), a business must read all the terms of the Funding Agreement, and complete the Application and Funding Plan (2 pages); and submit by 5:00 pm on July 31, 2020, via email to SBRF2020@selaco.com. Questions may be submitted to Ben Sandoval at benignos@selaco.com.

**The Funding Agreement will be completed at the time of a grant award.*

Selection Process

1. Grant Applications must be received by the written deadline.
2. Qualifications will be reviewed by the SELACO SBRF Selection Committee.
3. Those businesses who did not meet the minimum Qualifications, will be notified via email.
4. Those businesses who meet the minimum Qualifications will be placed in "Review for Award" process, to assure the company is willing to provide all required supporting documentation and is willing to agree to all the terms of the Funding Agreement.
5. Upon meeting all the requirements as established in the "Selection Process", all qualified Applications will be given a lottery entry number.
6. On the established date, representatives from the SELACO Board of Directors will draw, on a random basis, enough qualified company names to amount to \$25,000 for each

member City in SELACO's service area: Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, Norwalk, and Paramount.

**Application must be complete prior to submission.*

Review for Award Process

1. All awardees will be notified via email and will be asked to provide the supporting documentation for final award.
2. Should any companies, at that time, be unable or unwilling to comply with the requirements of the Agreement, another qualified company will be selected via lottery.

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SELACO COVID-19 Small Business Revitalization Fund Application and Funding Plan

Section 1. Business Information (Only one Application per Business)			
Business Name:			
Business Contact Name:		Title:	
Phone:	Ext:	Fax:	
Email:	Website Address:		
Street Address of Location:			
City:		Zip:	County:
For which business location are you seeking funding?			
Total # of Employees:		Total # of Part-time Employees:	
Total # of Employees at this Business Location:		Total # of Part-time Employees at this Business Location:	
Legal Structure of Business:	<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation (Designation: _____)
Employer's Federal ID # (FEIN):		CA Tax ID#:	
Is your business current on all State of California tax obligations?			<input type="checkbox"/> YES <input type="checkbox"/> NO
NAICS Code:			
Select your business's industry:	<input type="checkbox"/> Accommodation and Food Service	<input type="checkbox"/> Education	<input type="checkbox"/> Real Estate
	<input type="checkbox"/> Administrative or Waste Management	<input type="checkbox"/> Finance / Insurance	<input type="checkbox"/> Retail Trade
	<input type="checkbox"/> Agriculture, Forestry, Fishing, and Hunting	<input type="checkbox"/> Health Care and Social Assistance	<input type="checkbox"/> Transportation and Warehousing
	<input type="checkbox"/> Arts and Entertainment	<input type="checkbox"/> Information	<input type="checkbox"/> Utilities
	<input type="checkbox"/> Construction	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Wholesale Trade
		<input type="checkbox"/> Professional, Scientific, and Technical Services	<input type="checkbox"/> Other Services
COVID-19 Impact			
Has your business been affected by COVID-19?			<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, please describe how affected:			

Number of employees' jobs affected by COVID-19:

Please describe your business, product(s) and/or service(s):

Section 2. Layoff Aversion Funding Plan

Amount of funding requested:
\$ _____

Anticipated Number of Jobs Saved:

Provide a description of the specific planned actions that will allow your business and employees to continue operations. Attach any relevant information on a separate page if needed.

Section 3. Budget

Budget Category/Items	Description	Cost
Total Costs		

Section 4. Certification by Authorized Business Representative

I hereby certify that I am an authorized representative of the business named above, with the authority to commit the business to legally binding contracts and agreements. I further certify that the information given as part of and attached to this application is true and accurate. I am aware that any false information or intended omissions may subject me to civil or criminal penalties for filing of false public records and/or forfeiture of any funds approved through this program.

This Application does not constitute a contractual agreement. If any portion of the Application is approved, a formal agreement between parties will be executed to obligate funds for the approved expenditures. Activities may not start prior to the effective date of the agreement.

Print Name:	Title:
Signature:	Date:

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**SELACO Small Business Revitalization Fund
Funding Agreement**

Agreement Number: _____

This Layoff Aversion Funding Agreement is entered into between the **Workforce Development Corporation of Southeast Los Angeles County, Inc. (SELACO WDB)**, hereinafter called the "Operator", and **XXXXXXXXXX**, hereinafter called the "Employer".

Operator: SELACO WDB

Contact Person:
Phone:

Title:
Email:

Contact Person:
Phone:
Address:

Employer:
Title:
Email:
FEIN:
CA Tax ID:

EMPLOYER agrees that receiving Layoff Aversion funding will mitigate layoffs and retain <NUMBER OF> employee/s. The Employer agrees that this funding will lead to saving jobs and assist in the operational cost of continuing business. The SBRF Funding Agreement Plan is included as Attachment A.

Employee will be responsible for the employees' wages and any other cost associated with the employee. The Operator will provide a total of <DOLLAR AMOUNT> for the SBRF Funding Agreement plan and will provide reimbursement to the Employer upon receipt of the SBRF Cost Reimbursement Invoice, and associated documentation. (See Attachment B).

Employees saved must be either current or recently laid off employees within 45 calendar days of layoff under this agreement with the Employer. This verification must occur before the funding is approved and issued. After the SBRF Funding Plan has been completed, the Employer agrees to issue all final documentation, saved jobs, and business impact information.

The Employer may be monitored by the WDB, the State of California Employment Development Department, and/or the Department of Labor for Workforce Innovation and Opportunity Act (WIOA) and non-discrimination and equal opportunity compliance per 29 CFR Part 38. The Operator will give advance notice of any monitoring of federal or state funds used.

The **OPERATOR** will provide the following functions:

1. Reimburse necessary, reasonable and allowable Layoff Aversion costs in accordance with approved Budget.

Conduct regular oversight and monitoring of its activities and those of its subcontractors in order to:

- a. Determine allowable expenditures per the WIOA regulations;
- b. Determine compliance with provisions of the WIOA regulations and other applicable laws and regulations;
- c. Provide technical assistance to subcontractors as necessary and appropriate; and
- d. Evaluate the effectiveness of Layoff Aversion activities.

Invoicing

Invoicing may be submitted monthly or at the time of each major purchase. Employer should use the Invoice Template provided in Attachment B. Invoices are to be submitted to Benigno Sandoval, Business Services Manager, via email at benignos@selaco.com. When submitting invoices, include a brief overview of the progress of the Layoff Aversion activities. Receipts for purchase must be scanned and submitted with the invoice. The Employer shall provide any additional documentation as required by WDB at any time in order to substantiate Employer claims for payment. WDB may elect to withhold payment for failure by Employer to provide such documentation required by WDB.

Modifications/Amendments

This Agreement may be modified only by execution of a written amendment signed by all parties. This Agreement may be modified at any time prior to the last date of the Agreement performance. No backdated or retroactive modifications are allowable. Any modifications must be made by execution of a written, signed modification. If the SBRF Funding Agreement Plan, the total jobs saved, or the terms of the Agreement or the work location changes, the Agreement must be promptly modified.

Termination

Either the Employer or the Operator may terminate this contract for any reason by providing the other party with a 30-day written notice. If through any cause, the Employer shall fail to fulfill its obligations under this contract, or if the Employer shall violate any of the covenants, representations or stipulations of this contract, the Operator shall have the right to immediately terminate the contract by giving written notice to the Employer of such termination. The Employer shall be entitled to receive just and equitable compensation for allowable costs incurred in the performance of its duties under this contract until termination. The Operator shall promptly notify the Employer in writing of the determination and reasons for the termination, together with the effective date. Notice of termination may specify a later date, but provision of a later date shall not relieve the Employer of ultimate liability for any funds later determined to be unallowable.

Concurrence of the Collective Bargaining Agent

Is (Are) the occupation(s) in which employment will be averted or re-employed subject to a Collective Bargaining Agreement? YES NO

If "YES", has there been concurrence by the appropriate bargaining representative YES NO

If yes, please indicate the name, title, and union affiliation of the appropriate bargaining representative: _____

AUTHORIZED SIGNATURES

For the Employer:

By signing this contract, I agree on behalf of the Employer, to all of the Certifications and Assurances required for the SBRF as outlined in Attachment D.

EMPLOYER SIGNATURE

DATE

AUTHORIZED EMPLOYER
REPRESENTATIVE NAME

TITLE

For the Operator:

SIGNATURE

DATE

AUTHORIZED OPERATOR NAME

TITLE

Attachments:

- Attachment A – SELACO Small Business Revitalization Fund Funding Agreement
- Attachment B – SELACO Small Business Revitalization Fund Cost Reimbursement Invoice Template
- Attachment C – SELACO Small Business Revitalization Fund Final Narrative Report
- Attachment D – SELACO Small Business Revitalization Fund General Assurances



EMPLOYER NAME	Invoice Date: <input style="width: 100px;" type="text"/>
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SELACO SMALL BUSINESS REVITALIZATION FUND COST REIMBURSEMENT INVOICE

Bill To:	SELACO WDB 10900 E. 183 rd St, Ste. 350, Cerritos, CA 90703	Invoice #:	<input style="width: 100px;" type="text"/>
Contract Number:		Invoice Amount:	\$ -
Contract Amount:	<input style="width: 300px;" type="text"/>	Invoice Period:	<input style="width: 100px;" type="text"/>
Contract Terms:	<input style="width: 300px;" type="text"/>	Contact:	benignos@selaco.com

Contract Expenditures	Budget Amount	Prior Invoiced Expenditures	This Invoice Expenditures	Total Expenditures Invoiced To-Date	Remaining Balance
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS:	\$ -	\$ -	\$ -	\$ -	\$ -

<i>Employer Authorized Approval</i>	<i>Date</i>
<i>SELACO Fiscal Approval</i>	<i>Date</i>
<i>SELACO Authorized Approval</i>	<i>Date</i>

Please remit payments to: SELACO WDB – 10900 E. 183rd St., Ste. 350, Cerritos, CA 90703

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**SELACO SMALL BUSINESS REVITALIZATION FUND
FINAL NARRATIVE REPORT**

Business Name:

Grant start date: [Click here to enter a date.](#) **Grant end date:** [Click here to enter a date.](#)

Major Outcomes

Number of Jobs Saved:

Estimated Amount of Annual Wages Saved:

Project Specific Outcomes

1. List each objective/outcome as it appears in your Layoff Aversion Fund Plan. Please describe the final outcome of each objective.

2. Comment on additional outcomes not directly associated with the project's objectives.

Future Application

Are there any changes made as a result of these funds that will affect the future work or processes of your business post-COVID-19?



SELACO SMALL BUSINESS REVITALIZATION FUND GENERAL ASSURANCES

EMPLOYER Assurances: By signing the Layoff Aversion Fund Agreement, the Employer further assures and certifies to adhere to the following provisions. The Employer understands that the United States has the right to seek judicial enforcement of this assurance should they be broken.

1. All Employers receiving Workforce Innovation and Opportunity Act (WIOA) funds are authorized to work/ operate in the United States.
2. An employer-employee relationship exists as defined by the Fair Labor Standards Act.
3. The Layoff Aversion funding will create a commitment by the Employer to retain or avert the layoffs of their employee/s per 20 CFR 682.320.
4. Funds provided to the Employer for layoff aversion will not be used to directly or indirectly assist, promote or deter union organizing per 20 CFR Section 683.270.
5. Layoff Aversion activities will not impair existing contracts for services or collective bargaining agreements per 20 CFR Section 683.270. When the program or activity would be inconsistent with a collective bargaining agreement, the labor organization and Employer must provide written concurrence before the activity begins.
6. The employer funded through the Layoff Aversion Funding agreement has not been relocated from any of its assets within the United States within the prior 120 days.
7. The Employer has not given notice of layoff from the same, and/or any substantially equivalent position, and/or has attempted to recall all employees on active layoff of less than 365 days prior to the onset of the novel-coronavirus 2019 (COVID-19).
8. Employees averted or re-employed will be compensated at the same rates, including periodic increases, and receive the same benefits and working conditions as any employees who are similarly situated in similar occupations by the same Employer and who have similar training, experience and skills per 20 CFR Section 683.275.
9. The Employer follows all applicable federal, state, and local health and safety standards.
10. WIOA Section 188 specifies that no individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any such program or activity because of race, color, religion, sex (as otherwise permitted under Title IX of the Education Amendments of 1072),

national origin, age, disability or political affiliation or belief or solely because of the status of the individual as a participant in a program or activity receiving WIOA funds.

11. The Employer assures that it and its sub-recipients will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:
 - a. Section 188 of WIOA, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I financially assisted program or activity;
 - b. Title IV of the Civil Rights Act of 1964, as amended, which prohibits discrimination of the basis of race, color, and national origin;
 - c. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against individuals with disabilities;
 - d. Titles I and II of the Americans with Disabilities Act, as applicable;
 - e. The anti-discrimination provision of the Immigration and Nationality Act, as applicable per 8 U.S.C. 1324b;
 - f. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age;
 - g. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination of the basis of sex in educational programs.
12. No employer or employee will be charged a fee for the placement or referral of the individual in or to a workforce or training activity under WIOA.
13. No individual in a decision-making capacity will engage in any activity, including the administration of this Layoff Aversion Funding agreement supported by WIOA funds, if a conflict of interest, real or apparent, is present per 2 CFR 200. A conflict of interest may arise in the event that an employee under this contract is an immediate family member (or partner) of an individual engaged in a decision making capacity with the WDB, the Employer or an organization that has a financial or other interest in the firm or organization selected for the contract. Immediate family is defined as husband, wife, son, son-in-law, daughter, daughter-in-law, mother, mother-in-law, father, father-in-law, brother, brother-in-law, sister, sister-in-law, aunt, uncle, niece, nephew, stepparent, stepchild, grandparents, grandchild, half-brother, half-sister, first cousin or individual residing in the same household. In the event of a potential conflict of interest, the Employer will notify the WDB in writing.
14. Regarding Debarment and Suspension in accordance with 2 CFR Part 2998, the Employer certifies that to the best of his or her knowledge and belief that it and its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal or State of California department or agency;
- b. Have not within a three-year period preceding this Layoff Aversion Funding Agreement been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, State, or local) transaction or contract under a public transaction; violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, State, or local) with commission of any of the offenses enumerated in this certification; and
- d. Have not within a three-year period preceding this Layoff Aversion funding Agreement had one or more public transactions (federal, State, or local) terminated


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MEMORANDUM

DATE: July 9, 2020

TO: SELACO WDB Executive Committee

FROM: Yolanda Castro, Executive Director 

RE: In-School WIOA Youth Program; ABC USD Fund-Term Extension

The ABC Unified School District (ABC) received a contract extension to provide WIOA youth services to in-school participants for PY 2019-2020. On March 19, 2020, due to the unprecedented COVID-19 and the safer-at-home order enforced by the State of California, County of Los Angeles, and ABC, ABC was forced to shut down WIOA program operations, and consequently temporarily halt the delivery of WIOA in-school services.

On June 12, 2020, an assessment of the program status by the SELACO WDB compliance department determined that at the time of the halt (March 2020) ABC was in compliance and on track towards a successful outcome of their WIOA in-school program. However, due to the COVID-19 temporarily halt, ABC was unable to complete the delivery service plan as stipulated in the statement of work under their existing contract with the SELACO WDB.

ABC is interested in completing the service plan affected by the halt. In order to continue the services ABC will require an extension to the term of the funds for the WIOA in-school contract PY 2019-2020. The extension to the funds will facilitate the completion of the service plan for ABC students affected by the halt, and consequently allow the ABC to exhaust the funds issued to the district for PY 2019-2020. The extension will not provide new funds, but will support the expenditures of funds allotted to the ABC in PY2019-2020.

The extension to the term of the funds is recommended on the premise of ABC's most recent high-achieving program and fiscal performance. The current ABC balance does not exceed \$50,000.00, and it will allow continued services to 25 students, at an estimated cost of \$2,000.00 per student. The services under this fund extension will be scheduled to conclude on June 30, 2021.

Programs implemented under this funding will focus principally on youth ages 17 and 18 and at a minimum will receive:

- **Work Readiness Experience:** It is anticipated that WIOA-funded paid work experience will include between 80-100 hours of participation.

- **One Semester of Occupational skills training:** Occupational Skill Training will reflect one of the five sectors targeted by SELACO WDB.
- **At least one (1) of the twelve (14) other additional WIOA youth program elements:**
 - Tutoring, study skills training
 - Alternative secondary school services, or dropout recovery services
 - Education offered concurrently
 - Supportive services
 - Adult mentoring for at least 12 months during or after program
 - Follow-up services for not less than 12 months after completion of participation
 - Comprehensive guidance and counseling
 - Financial literacy education
 - Entrepreneurial skills training
 - Services that provide labor market and employment information
 - Activities that help youth prepare for transition to post-secondary education and training

Action Required:

Approve staff recommendation to extend the existing term of the 2019-2020 ABC WIOA In-School-Youth Contract to June 30, 2021 allowing ABC the opportunity to expend existing funding and meet the service plan identified in their 2019-20 contract. Extension is merely an extension of time and will not include additional funding.