



**COUNTY ADMINISTRATIVE OFFICE
WORKFORCE DEVELOPMENT BOARD
COUNTY OF HUMBOLDT**

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Telephone (707) 445-7745 Fax (707) 445-7219

July 5, 2019

Hillarie Beyer
Executive Director
1450 Hiller Road
McKinleyville, CA 95519

Dear Hillarie,

This letter is to inform you of the 2019-2020 funding for delivering youth services with Workforce Innovation and Opportunity Act (WIOA) Title I Youth funds in the Northern Humboldt region. This letter outlines the two allocations of funding (your new allocation and carry forward), the corresponding requirements, and how to budget for it. We are also including reminders about the fiscal processes and payment for the WIOA youth contract, and program and fiscal requirements under WIOA, for the McKinleyville Family Resource Center and the County of Humboldt for program year 2019-2020.

Funding and Budgeting for 2019-2020

Your agency has access to two allocations of WIOA funding, each with different performance requirements. This letter carefully outlines each allocation and the responses we need from you to complete adding these funds to your contract. The two allocations of funding are described below:

Funding #1: Carry Forward Funds from 2018-2019

The 2018-2019 funds allocated to the Eastern Humboldt region allowed up to 20% of carry forward into 19-20. There was ##% remaining resulting in a carry forward amount of \$00.00. These funds expire June 30, 2019, and must be expended by that date. The 18-19 carry over funds cannot be carried over into 2020-2021. These funds come with enrollment requirements that are reflected in the chart on page 2.

Funding #2: New Allocation for program year 2019-20 funding

The new allocation amount for 2019-2020 is \$63,038.09. These funds do not expire this year, and up to 20% can be carried forward into 2020-2021. These funds require that you meet the performance measures in your contract. It is highly recommended that you plan to carry up to 20% forward into 2020-2021.

The chart below outlines the allocations of funding, their corresponding requirements and the total for the program year coming to your agency. **Please use the attached budget worksheet to build a budget for the funding sources and return the completed budget to our office by August 8, 2018.** Funding #1 must be spent first as it expires June 30, 2020.

NORTHERN HUMBOLDT REGION

| Allocation | Funding | Performance Requirements | |
|--|-------------|--------------------------|------------------|
| | | Minimum Registered | Newly Registered |
| Funding #1 Carry Forward from 18-19 | \$ | # | # |
| Funding #2 New Allocation for 19-20 | \$63,038.09 | #16 | #10 |
| Total Funding | \$ | # | # |

Billing Process and Payment

Due to fewer administrative resources, Humboldt County Workforce Development Board (HC-WDB) staff must streamline the collection of information and enforce deadlines. This will eliminate some of the fiscal monitoring process for the year, and save all of us time.

1. All invoices need to be accompanied by **supporting documentation of expenses**. Most likely this documentation will be (but is not limited to) the monthly general ledger, the time tracking used for staff salaries and benefits, and receipts and invoices for expenses. If an indirect charge is billed, please provide the memo from the agency approving the percentage used (this only needs to be provided once).
2. Quarterly invoices will not be paid until **quarterly performance reports** are approved. All invoices are due on the 15th of the following month; however, the September, December, March and June invoices will not be paid until HC-WDB staff has confirmed the quarterly performance reports are accurate. These reports are required in Exhibit A.12 of your contract. They present your program to the Workforce Development Board, and are reviewed to understand direct client services in the field and overall program performance.

Requirements under WIOA

1. 75% of program funds must be spent on out-of-school (OSY) youth. The attached budget form requires a minimum of 75% of program funds to be spent on OSY.
2. 25% of program funds must be spent on work experience (WEX) activities. Activities can include summer employment, year-round employment opportunities, internships, job shadows, and competency based learning. The attached budget form requires a minimum of 25% of program funds be spent on

WEX.

3. 10% of program funds must be spent on supportive services for youth. The attached budget form requires a minimum of 10% of program funds be spent on supportive services.
4. Your agency is required to provide or determine who can provide employer of record services to compensate youth for WEX activities.

1:1 Match Requirements

As a reminder, per your contract, there is a 1:1 match requirement on WIOA funds each year. The 1:1 match is not due until the end of the program year and will be emailed out at that time.

If there are any, please contact Allison Tans at 707-445-7745 or altans@co.humboldt.ca.us. Thank you for your efforts to prepare youth for success at work!

Sincerely,

Allison Tans
Executive Director

Enclosures: Budget form and Youth Funding Grant Annual Allocation form