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OAKLAND

2018 MAY 31 PM 4:55

## AGENDA REPORT

**TO:** Sabrina B. Landreth  
City Administrator

**FROM:** Mark Sawicki,  
Director, EWD

**SUBJECT:** Workforce Development Board  
FY 2018-19 Budget and Contracts

**DATE:** May 21, 2018

City Administrator Approval

Date:

5/31/18

### RECOMMENDATION

Staff Recommends That The City Council Adopt One Of The Following Pieces Of Legislation:

- 1) Resolution (1) Adopting The Fiscal Year 2018-2019 Workforce Development Budget; (2) Accepting And Appropriating Workforce Innovation And Opportunity Act (WIOA) Title I Formula Funds And Other Funds For Adult, Dislocated Worker, Youth And Rapid Response Services In The Estimated Amount Of \$5,332,907; (3) Authorizing Contracts With Service Providers Competitively Selected By The Oakland Workforce Development Board To Provide Comprehensive, Specialized, And Youth Services From WIOA Title I Formula Funds And Other Funds For Fiscal Year 2018-2019; And (4) Authorizing The City To Apply For, Accept And Appropriate Grants And Contributions For Workforce Development Services Beyond The WIOA Title I Formula Funding And Other Budgeted Funding Sources Up To \$200,000 With The Approval Of The Oakland Workforce Development Board Without Returning To Council; OR
- 2) Resolution (1) Adopting The Fiscal Year 2018-2019 Workforce Development Budget; (2) Accepting And Appropriating Workforce Innovation And Opportunity Act (WIOA) Title I Formula Funds And Other Funds For Adult, Dislocated Worker, Youth And Rapid Response Services In The Estimated Amount Of \$5,557,907; (3) Authorizing Contracts With Service Providers Competitively Selected By The Oakland Workforce Development Board To Provide Comprehensive, Specialized, And Youth Services From WIOA Title I Formula Funds And Other Funds For Fiscal Year 2018-2019; (4) Authorizing The City To Apply For, Accept And Appropriate Grants And Contributions For Workforce Development Services Beyond The WIOA Title I Formula Funding And Other Budgeted Funding Sources Up To \$200,000 With The Approval Of The Oakland Workforce Development Board Without Returning To Council; And (5) Appropriating An Additional \$225,000 In One-Time Funds From The General Fund For Workforce Development Direct Services For FY 2018-2019.

Item: \_\_\_\_\_  
CED Committee  
June 12, 2018

## **EXECUTIVE SUMMARY**

The Fiscal Year (FY) 2018-19 budget for the Oakland Workforce Development Board (OWDB), as presented in this staff report and accompanying resolutions, was considered and approved by the OWDB at a special meeting on May 17, 2018. The budget reflects the State's estimated allocation of Workforce Innovation and Opportunity Act (WIOA) Formula funding of \$3,440,981 to the City of Oakland for FY 2018-19. This represents an overall reduction of nine percent, or \$341,463, from the prior fiscal year for WIOA program services and system administration. Actual funding levels are still to be determined and are unlikely to substantially deviate from these totals.

Staff is presenting the City Council with two alternative resolutions adopting alternative budgets. The FY 2018-19 workforce development budget, "Budget A", as proposed, shows a total reduction from the prior fiscal year of 14 percent or \$942,246. Further reductions beyond the decrease in WIOA funding are due to various one-time contributions from the City's general fund that are not included in the City's baseline budget proposed for FY 2018-19; miscellaneous donations in support of the summer youth employment program; and various grant funds that ended in FY 2017-18. To offset the proposed reduction in funding, Budget A reflects a reduced share of WIOA funds allocated to the City as the system administrator, achieved by freezing a currently vacant staff position. It also requires one service provider contract to be terminated (a contract for business services with KRA Corporation) and the reassignment of services to City staff and other contracted service providers.

These reductions could negatively impact the OWDB's ability to manage the local workforce system, and to implement and fulfill the vision of OWDB's recently adopted strategic plan as well as the WIOA requirement to increase regional coordination and alignment with other WDBs, improve accountability and reporting, and place a larger emphasis on employer engagement.

Because the City has provided additional one-time funds in support of local workforce development in the past, including a total of \$328,000 in FY 2017-18, City staff and the OWDB are recommending "Budget B," which reflects additional support of \$225,000 from the City's General Purpose Fund (Fund 1010). This additional funding could best be directed to ensure that all deliverables under WIOA and the OWDB strategic plan are being adequately met. If the City Council were to consider such additional funding, the \$225,000 would be used to maintain funding to service providers recommended and approved for funding by the City Council for FY 2017-18. Specifically, the OWDB proposes that \$175,000 of these funds be allocated to the Oakland Private Industry Council (OPIC) to operate the West Oakland Career Center and \$50,000 be allocated to the Cypress Mandela Training Center as a means of providing continuity of services funded for the current fiscal year.

For new contracts to be in place for the new fiscal year, approval of the OWDB budget and selection of service providers must be completed as soon as possible. Both procedurally and legally, the OWDB and the City Council must approve the budget and contracts. A delay in the approval timeline could lead to a disruption in funding to providers. Also, any changes to the budget that the City Council makes will require returning to the OWDB for its consideration and approval at a special meeting. (The next regularly scheduled meeting of the OWDB is August 2, 2018.)

## **BACKGROUND / LEGISLATIVE HISTORY**

The OWDB is a federally-mandated policy body whose members are appointed by the Mayor and charged with approving the use of workforce development funds and ensuring fidelity around any regulations associated with their implementation. The Chief Elected Official of an area receiving WIOA funds (which in Oakland's case is the Mayor) and the OWDB must agree on the budget. Since the WIOA does not supersede local governance, the Oakland City Charter mandates that the Oakland City Council must also approve the allocation of funds received by the City. The OWDB budget is made up of multiple funding streams that support the workforce development work. WIOA funds are received and distributed in Fund 2195, other grant contributions are received and distributed in Fund 7999, and general fund contributions are received and distributed in Fund 1010.

The City and OWDB contract with many experienced local nonprofit organizations to provide workforce development services for recently displaced and long-term unemployed adults and low-income youth and young adults between the ages of 16-24. The overall goals of the OWDB's federal investments are to help adults and youth in Oakland develop the necessary skills, obtain the requisite knowledge, and access the resources needed to thrive in careers, and to provide employers with the skilled workers needed to sustain and competitively grow their businesses. The OWDB seeks to provide a coordinated set of relationships among providers and partners in the workforce system that can connect residents, particularly those with barriers to employment, to career pathways leading to family-sustaining jobs in growing industries.

The OWDB adopted both a local and regional strategic plan, which sets forth the following priorities:

- **Business Services:** Align and mobilize a distributed network of business service providers within the City of Oakland to deploy resources that support a robust local economy and business climate offering an abundance of high quality jobs.
- **Adult Services:** Lead and support key citywide and regional innovations and partnerships that advance the economic security and resilience of Oakland's most vulnerable workers and residents.
- **Youth Services:** Work with public, private, and community-based organizations and key local initiatives to empower disconnected young people in the City of Oakland to access meaningful employment opportunities.
- **Workforce System:** Position the OWDB to lead and support citywide and regional efforts that strengthen local and regional economic prosperity and increase equity.

This report includes the recommendations provided to the OWDB to award contracts for services to multiple providers based on the proposed budget allocations for such services, for a term of one year through June 30, 2019. The FY 2018-19 budget and service provider contracts presented in this staff report and resolution were considered and approved by the OWDB at a special meeting on May 17, 2018. This approval included a request and recommendation by the OWDB to Council that Council augment the budget with the additional \$225,000 in general fund support.

## **ANALYSIS AND POLICY ALTERNATIVES**

### **Projected WIOA Funds for FY 2018-19**

The OWDB's WIOA revenues consist of four separate grants which include: Adult, Dislocated Worker, Youth, and Rapid Response. From time to time, the OWDB may receive special grants to complement the WIOA funding. On April 26, 2018, the State of California Employment Development Department (EDD) provided estimated WIOA allocations for FY 2018-19 for the Adult, Youth, and Dislocated Worker funding streams. These levels were released as estimates for planning purposes and may change based on the final enacted 2018-19 full-year appropriation as determined by Congress and the U.S. Department of Labor. Actual appropriations are anticipated to be announced in June; as of this writing, final allocations had not been received yet. More information can be found at:  
[http://www.edd.ca.gov/jobs\\_and\\_training/pubs/wsin17-32.pdf](http://www.edd.ca.gov/jobs_and_training/pubs/wsin17-32.pdf).

The City of Oakland has continued to see a downward trend in WIOA funding year over year; the WIOA formula includes a hold harmless provision to ensure that each local area will receive no less than 90 percent of its average percentage share from the two prior years. For FY 2018-19, Oakland is estimated to receive a nine percent reduction from last year's allocations and an overall 20 percent reduction over the last two years. The reduction in Oakland's WIOA budget was based on a decrease in Oakland's overall unemployment rate, which masks persistent high unemployment among specific demographics and geographic areas of the City.

<b>Year over Year WIOA Allocations- City of Oakland</b>				
	<b>FY 2016-2017</b>	<b>FY 2017-2018</b>	<b>FY 2018-2019 (estimated)</b>	<b>Total Two-Year Change (total \$ / %)</b>
Adult	\$1,413,381	\$1,265,054	\$1,150,358	(-\$263,023 / 19%)
Dislocated Worker	\$1,076,216	\$942,956	\$928,747	(-\$147,469 / 14%)
Youth	\$1,437,498	\$1,293,484	\$1,160,969	(-\$276,529 / 19%)
Rapid Response	\$359,517	\$245,094	\$200,907	(-\$158,610 / 44%)
<b>Total</b>	<b>\$4,286,612</b>	<b>\$3,746,588</b>	<b>\$3,440,981</b>	<b>(-\$845,631 / 20%)</b>

### **Funds Remaining from FY 2017-18**

An estimated total of \$500,642 in unspent funds from the FY 2017-18 budget has been identified for reallocation to the FY 2018-19 budget as allowed under WIOA funding provisions; more than half of this amount is from grants that span multiple fiscal years and include specific deliverables and requirements in FY 2018-2019. If there are any additional contracted funds not fully spent by June 30, 2018, they will be calculated after the prior year accounting is completed. Staff will provide a report of any unobligated funds to the OWDB as soon as these amounts are known, most likely in fall 2018.

### **Other Revenue**

The OWDB has several other revenue sources under its purview, many of which are for specific projects and/or services (such as Oakland Housing Authority funds for summer jobs, and Army Base related revenue that directly supports the West Oakland Job Resource Center). Unfortunately, several sources of revenue that were used in FY 2017-18 to offset the continued

downward trend in WIOA funding reduction expire on June 30, 2018, and are not expected to continue in FY 2018-19. These funds include:

1. One-time General Fund Subsidy (Service Provider Operations)	\$225,000
2. Career Pathways Trust I	\$135,637
3. WIOA Discretionary Funds	\$ 73,145
<b>Total Other Revenue Reduction</b>	<b>\$433,782</b>

### Expenditures

There are three main expenditure categories in the OWDB budget:

- 1) Service Provider Contracts: The City and the OWDB contract with experienced organizations to provide workforce development services to Oakland. The overall goals of these workforce organizations are to help Oakland residents develop the skills to attain the knowledge, and access the resources needed to thrive in a career; and provide employers with the skilled workers needed to sustain and competitively grow their businesses. Nearly two-thirds of the budget (65 percent) go to service provider contracts.
- 2) Direct Client Support: This includes financial assistance towards participant training and support to enable an individual to participate in WIOA activities. This represents nine percent of the workforce budget.
- 3) City Operations: The OWDB and City of Oakland workforce staff, as the system administrator, are responsible under WIOA Section 107(d) for a range of functions as listed below, including directing funds to be used for industry or sector partnerships (Sec. 134(c)(1)(A)(v)). This represents less than 25 percent of the total workforce budget. Below are some of the primary OWDB and City staff functions:

- Development of the local plan
- Workforce research and regional labor market analysis
- Convening, brokering, leveraging workforce system partners
- Employer engagement
- Career pathways development
- Identifying and promoting proven and promising best practices
- Technology & data systems
- Program oversight, including oversight of more than a dozen service providers and contracts
- Negotiation of local performance
- Selection of one-stop operators, and providers through a competitive RFP process
- Coordination with education partners
- Budget and administration
- Accessibility for individuals with disabilities

### Contract Service Provider Recommendations

The OWDB conducted multiple competitive Request for Proposals (RFP) processes in FY 2016-17. The results of that process informed the awarding of contracts to service providers for up to a three year period; FY 2018-19 is the final year of this procurement cycle. The FY 2018-19 service provider recommendations are based on (1) lower WIOA allocations and General Fund support, (2) higher expectations of accountability and reporting performance, (3) the influence of the OWDB strategic plan, and (4) how to minimize the impact on Oakland residents who benefit from workforce programs.

The functions that were contracted with KRA Corporation this past year will be absorbed by City workforce staff, in collaboration with other service providers and the Business Development division of the Economic & Workforce Development Department.

The FY 2018-19 service provider recommendations include the following:

AGENCY	Fund	Project	Fund Category	Total to be Approved Not to Exceed:
Adult Service Provider Contracts				
OPIC America's Job Center of CA (AJCC)	Program Operations			
		1004085	Adult	\$307,550
	2195	1004086	Dislocated Worker	\$309,817
		1004087	Rapid Response	\$64,771
	1010	TBD	One-time GFP	\$175,000
	Program Operation Subtotal			\$857,138
	Direct Client Support			
			Adult Training	\$184,057
	2195	1004085	Adult Support Svs	\$60,000
		1004086	DW Training	\$148,600
			DW Support Svs	\$40,000
	Direct Client Support Subtotal			\$432,657
	OPIC AJCC Total			\$1,289,795
Unity Council AJCC	Program Operations			
		1004078	Adult	\$15,686
	2195	1004079	Dislocated Worker	\$3,650
	Program Operation Subtotal			\$19,336
	Direct Client Support			
	2195	1004078	Adult Training	\$46,014

		Adult Support Svs	\$15,000
	1004079	DW Training	\$37,150
		DW Support Svs	\$10,000
		<i>Direct Client Support Subtotal</i>	<i>\$108,164</i>
		<b>Unity AJCC Total</b>	<b>\$127,500</b>
<b>OPIC Eastbay Works (EBW)</b>	<b>Program Operations</b>		
	1004075	Adult	\$5,000
	2195 1004076	Dislocated Worker	\$5,000
		<b>OPIC EBW Total</b>	<b>\$10,000</b>
<b>Day Labor Center (DLC)</b>	1010	General Fund	\$195,000
		<b>DLC Total</b>	<b>\$195,000</b>
<b>West Oakland Job Resource Center (WOJRC)</b>	5671 1000036	Billboard	\$355,237
		<b>WOJRC Total</b>	<b>\$355,237</b>
<b>Cypress Mandela</b>	1010 TBD	General Fund	\$50,000
		<b>Cypress Total</b>	<b>\$50,000</b>
<b>Youth Service Provider Contracts</b>			
<b>Lao Family Community Development</b>	2195 1004082	Youth	\$209,776
		<b>Total</b>	<b>\$209,776</b>
<b>Youth Employment Partnership</b>	2195 1004083	Youth	\$209,776
		<b>Total</b>	<b>\$209,776</b>
<b>Youth Radio</b>	2195 1004084	Youth	\$209,776
		<b>Total</b>	<b>\$209,776</b>
<b>Unity Council</b>	2195 1004080	Youth	\$209,776
		<b>Total</b>	<b>\$209,776</b>
<b>Civicorps</b>	2195 1004081	Youth	\$106,776
	1010 1001206	One-time GFP	\$103,000
		<b>Total</b>	<b>\$209,776</b>
<b>Youth Summer Program</b>	1030 1003817	Measure HH	\$400,000
	7999 TBD	OHA	\$450,000
	1000500	Misc Donations	\$143,079
		<b>Total</b>	<b>\$993,079</b>
<b>Total Service Provider Allocation</b>			<b>\$4,069,491</b>

### **City General Fund Support for Workforce System Activities**

The FY 2018-19 OWDB budget has realized a total reduction from the prior fiscal year of 14 percent or \$942,246. **Attachment A - "Budget A"** reflects a reduced share of WIOA funds to support the City of Oakland as the system administrator, resulting in the freezing of a vacant staff position. It also requires a service provider contract to be terminated and the reassignment of some services to City staff and other contracted service providers.

Because the City Council has provided additional one-time funds in the past in support of local workforce development, the OWDB has also approved **Attachment B - "Budget B"** to reflect how additional support of \$225,000 from the City's General Purpose Fund (Fund 1010) could best be directed to ensure that all deliverables under WIOA and the OWDB strategic plan are being adequately met. If the City Council were to consider such additional funding, the \$225,000 would be used to maintain funding to service providers as was recommended and approved by the City Council for FY 2017-18. Specifically, this would restore \$175,000 to the Oakland Private Industry Council for the West Oakland Career Center and \$50,000 to Cypress Mandela Training Center.

The federal mandate under WIOA requires the OWDB staff to strengthen oversight, enhance system development and optimize performance reporting, as well as provide technical assistance to system partners as they work to navigate the new requirements of WIOA. The City's capacity to give service providers the quality and quantity of program and administrative support they need requires staff's best efforts and adequate staffing levels. The level of complexity of implementing WIOA has increased, and includes higher expectations of accountability and reporting, as well as regional coordination with the other three WDBs in the East Bay Regional Planning Unit (RPU), particularly around increasing employer engagement through regional industry sector partnerships that support both Oakland and the broader East Bay. City staff will continue to seek and identify other grant sources for programs and service providers so the system funding is more diversified and less reliant on WIOA funding.

Investment in workforce development from the City of Oakland General Fund is a critical component to helping fill gaps in the local system that are unable to be supported with federal WIOA funds. The FY 2018-19 workforce development budget is facing challenges due to continued reductions in projected local WIOA formula allocations (a 20 percent decline in two years). Additional support from the General Fund will help reduce cuts to direct services, which have an immediate and tangible impact on Oakland businesses and residents. Additionally, General Fund support will provide an essential piece to ensuring that the OWDB, the City of Oakland, and our many partners and stakeholders can fulfill the vision and promise of the 2017-2020 OWDB strategic plan, work that must be done while the city continues to perform its function as to local system administrator. Fulfilling the functional requirements of the system administrator is very important in that it has direct implications for the future certification of the local workforce development board and the City's ability to retain federal workforce funding into the future.

### **Applying, Accepting and Appropriating Grants**

From time to time the OWDB may apply for grants. To build capacity and diversify workforce funding sources, staff recommends that the OWDB be allowed to apply, accept and appropriate these additional funds up to \$200,000, which will allow the OWDB to respond quicker to funding service providers.



### **FISCAL IMPACT**

Budget A reflects the State's estimated allocation of Workforce Innovation and Opportunity Act (WIOA) Formula funding of \$3,440,981 to the City of Oakland for FY 2018-19. This represents an overall nine percent reduction from the prior fiscal year, and a decrease of \$341,463 for WIOA program services and system administration and a total reduction from the prior fiscal year of 13 percent or \$868,369. These additional reductions are due to 1) various one-time contributions from the City's general fund that are not included in the City's baseline budget proposed for FY 2018-19; 2) miscellaneous donations in support of the summer youth employment program; and 3) various grant funds that ended in FY 2017-18.

The budget for FY 2018-19 is balanced through a reduced share of WIOA funds allocated to the City as the system administrator by freezing a currently vacant staff position. It also requires one service provider contract to be terminated and the reassignment of some services to City staff and other contracted service providers.

Recognizing that City Council provided significant one-time additional funds in prior fiscal years, the OWDB has also approved a contingent "Budget B", allocating an additional \$225,000 of General Purpose Funds if City Council were to provide such additional funding to support the workforce system in FY 2018-19. Both the OWDB and staff are recommending Budget B.

### **PUBLIC OUTREACH / INTEREST**

The OWDB Executive Committee discussed the FY 2018-19 budget at a Special Meeting on April 27, 2018, that was attended by the public and included opportunities for open forum. Contracted service providers were competitively procured through the FY 2016-19 RFP process in which the OWDB conducted extensive public outreach including: speaker's bureau presentations, in-person surveys, and executive interviews with leading Oakland employers and business organizations as part of the outreach strategy.

### **COORDINATION**

Workforce Development staff works closely with the Finance and Management Agency to ensure fiscal compliance with the expenditure of WIOA funds. Staff also works closely with the City Attorney's Office for counsel and advice on matters such as proper noticing, board process, and conflict of interest. Workforce Development is a unit within the Department of Economic and Workforce Development.

## **SUSTAINABLE OPPORTUNITIES**

**Economic:** Oakland's Workforce Development System provides qualified workers for Oakland businesses, and prepares Oakland residents for gainful employment and career paths leading to family sustaining jobs.

**Environmental:** This report does not directly address environmental sustainability.

**Social Equity:** Participants who receive intensive services in Oakland's Workforce Development System have multiple barriers to employment, are unemployed or require support in gaining the pre-employment and vocational skills needed to become gainfully employed.

## **ACTION REQUESTED OF THE CITY COUNCIL**

Staff Recommends That The City Council Adopt One Of The Following Pieces Of Legislation:

- 1) Resolution (1) Adopting The Fiscal Year 2018-2019 Workforce Development Budget; (2) Accepting And Appropriating Workforce Innovation And Opportunity Act (WIOA) Title I Formula Funds And Other Funds For Adult, Dislocated Worker, Youth And Rapid Response Services In The Estimated Amount Of \$5,332,907; (3) Authorizing Contracts With Service Providers Competitively Selected By The Oakland Workforce Development Board To Provide Comprehensive, Specialized, And Youth Services From WIOA Title I Formula Funds And Other Funds For Fiscal Year 2018-2019; And (4) Authorizing The City To Apply For, Accept And Appropriate Grants And Contributions For Workforce Development Services Beyond The WIOA Title I Formula Funding And Other Budgeted Funding Sources Up To \$200,000 With The Approval Of The Oakland Workforce Development Board Without Returning To Council; OR
- 2) Resolution (1) Adopting The Fiscal Year 2018-2019 Workforce Development Budget; (2) Accepting And Appropriating Workforce Innovation And Opportunity Act (WIOA) Title I Formula Funds And Other Funds For Adult, Dislocated Worker, Youth And Rapid Response Services In The Estimated Amount Of \$5,557,907; (3) Authorizing Contracts With Service Providers Competitively Selected By The Oakland Workforce Development Board To Provide Comprehensive, Specialized, And Youth Services From WIOA Title I Formula Funds And Other Funds For Fiscal Year 2018-2019; (4) Authorizing The City To Apply For, Accept And Appropriate Grants And Contributions For Workforce Development Services Beyond The WIOA Title I Formula Funding And Other Budgeted Funding Sources Up To \$200,000 With The Approval Of The Oakland Workforce Development Board Without Returning To Council; And (5) Appropriating An Additional \$225,000 In One-Time Funds From The General Fund For Workforce Development Direct Services For FY 2018-2019.

For questions regarding this report, please contact Stephen Baiter, Executive Director, Oakland Workforce Development Board, at (510) 238-6440.

Respectfully submitted,



MARK SAWICKI  
Director, EWD

Reviewed by:  
Stephen Baiter, Executive Director  
Oakland Workforce Development Board

Prepared by:  
Honorata Lindsay, Program Analyst II

Attachments (2):

- A – Budget A (no additional General Fund support)
- B – Budget B (includes an additional \$225,000 in General Fund support)

# ATTACHMENT A - BUDGET A

## OAKLAND WORKFORCE DEVELOPMENT BOARD – FY 2018-2019

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1		Workforce Innovation and Opportunity Act						Other Revenue							
2		Fund 2195						Fund 1010	Fund 1030	Fund 5671	Fund 7999			Other Revenue	
3		Adult	Dislocated Worker	Rapid Response	Youth	Workforce Accelerator	WIOA Subtotal	General Fund	Measure HH	Billboard	CPT II	OHA	Misc Donations	Other Revenue Subtotal	GRAND TOTAL
4	<b>ESTIMATED REVENUES</b>														
5	Carryover Revenue	4,059	3,981	130,010	77,062	150,000	365,112	33,212			102,318			135,530	500,642
6	FY 2018-19 Revenue	1,150,358	928,747	200,907	1,160,969		3,440,981	445,315	400,000	453,532		450,000	143,079	1,891,926	5,332,907
7	<b>TOTAL REVENUE</b>	<b>1,154,417</b>	<b>932,728</b>	<b>330,917</b>	<b>1,238,031</b>	<b>150,000</b>	<b>3,806,093</b>	<b>478,527</b>		<b>453,532</b>	<b>102,318</b>	<b>450,000</b>	<b>143,079</b>	<b>2,027,456</b>	<b>5,833,549</b>
8	<b>EXPENDITURES</b>														
9	<b>SERVICE PROVIDER CONTRACTS</b>														
10	<b>Youth Services</b>														
11	Civicorps				106,776		106,776	103,000						103,000	209,776
12	Lao Family				209,776		209,776							0	209,776
13	Unity Council				209,776		209,776							0	209,776
14	Youth Employment Partnership				209,776		209,776							0	209,776
15	Youth Radio				209,776		209,776							0	209,776
16	Youth Summer Employment Program						0		400,000			450,000	143,079	993,079	993,079
17	<b>Adult Services</b>														
18	Day Labor Center						0	195,000						195,000	195,000
19	OPIC America's Job Center of CA (AJCC)	551,607	498,417	64,771			1,114,795							0	1,114,795
20	Unity America's Job Center of CA (AJCC)	76,700	50,800				127,500							0	127,500
21	West Oakland Job Resource Ctr (WOJRC)						0			355,237				355,237	355,237
22	<b>Professional Services</b>														
23	KRA Vendor Pay Agent						0							0	0
24	OPIC EASTBAY Works	5,000	5,000				10,000							0	10,000
25	<b>Service Provider Subtotal</b>	<b>633,307</b>	<b>554,217</b>	<b>64,771</b>	<b>945,880</b>	<b>0</b>	<b>2,198,175</b>	<b>298,000</b>	<b>400,000</b>	<b>355,237</b>	<b>0</b>	<b>450,000</b>	<b>143,079</b>	<b>1,646,316</b>	<b>3,844,491</b>
26	<b>DIRECT CLIENT SUPPORT</b>														
27	Adult and DW Training Services (PIC)	184,057	148,600				332,657							0	332,657
28	Adult and DW Training Services (Unity)	46,015	37,149				83,164							0	83,164
29	Adult and DW Supportive Services (PIC)	60,000	40,000				100,000							0	100,000
30	Adult and DW Supportive Services (Unity)	15,000	10,000				25,000							0	25,000
31	<b>Direct Client Support Subtotal</b>	<b>305,072</b>	<b>235,749</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>540,821</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>540,821</b>
32	<b>CITY OPERATIONS</b>														
33	EWD Admin/Finance	49,860	45,026		49,860		144,746							0	144,746
34	Internal Services Fund Fees	10,693	16,650	1,133	19,446		47,922	16,869		9,346				26,215	74,137
35	Program Staff	151,426	77,105	265,013	205,783	150,000	849,327	163,658		88,949	102,318			354,925	1,204,252
36	O&M	4,059	3,981		17,062		25,102							0	25,102
37	<b>City Operations Subtotal</b>	<b>216,038</b>	<b>142,762</b>	<b>266,146</b>	<b>292,151</b>	<b>150,000</b>	<b>1,067,097</b>	<b>180,527</b>	<b>0</b>	<b>98,295</b>	<b>102,318</b>	<b>0</b>	<b>0</b>	<b>381,140</b>	<b>1,448,237</b>
38	<b>TOTAL EXPENDITURES</b>	<b>1,154,417</b>	<b>932,728</b>	<b>330,917</b>	<b>1,238,031</b>	<b>150,000</b>	<b>3,806,093</b>	<b>478,527</b>	<b>400,000</b>	<b>453,532</b>	<b>102,318</b>	<b>450,000</b>	<b>143,079</b>	<b>2,027,456</b>	<b>5,833,549</b>
39	<b>Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**OAKLAND WORKFORCE DEVELOPMENT BOARD – FY 2018-2019**

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
1		Workforce Innovation and Opportunity Act						Other Revenue								
2		Fund 2195						Fund 1010	Fund 1030	Fund 5671	Fund 7999			Misc	Other Revenue	
3		Adult	Dislocated Worker	Rapid Response	Youth	Workforce Accelerator	WIOA Subtotal	General Fund	Measure HH	Billboard	CPT II	OHA	Donations	Subtotal	GRAND TOTAL	
4	ESTIMATED REVENUES															
5	Carryover Revenue	4,059	3,981	130,010	77,062	150,000	365,112	33,212			102,318			135,530	500,642	
6	FY 2018-19 Revenue	1,150,358	928,747	200,907	1,160,969		3,440,981	670,315	400,000	453,532		450,000	143,079	2,116,926	5,557,907	
7	TOTAL REVENUE	1,154,417	932,728	330,917	1,238,031	150,000	3,806,093	703,527	400,000	453,532	102,318	450,000	143,079	2,252,456	6,058,549	
8	EXPENDITURES															
9	SERVICE PROVIDER CONTRACTS															
10	Youth Services															
11	Civcorps				106,776		106,776	103,000						103,000	209,776	
12	Lao Family				209,776		209,776							0	209,776	
13	Unity Council				209,776		209,776							0	209,776	
14	Youth Employment Partnership				209,776		209,776							0	209,776	
15	Youth Radio				209,776		209,776							0	209,776	
16	Youth Summer Employment Program						0		400,000			450,000	143,079	993,079	993,079	
17	Adult Services															
18	Day Labor Center						0	195,000						195,000	195,000	
19	OPIC America's Job Center of CA (AJCC)	551,607	498,417	64,771			1,114,795	175,000						175,000	1,289,795	
20	Unity America's Job Center of CA (AJCC)	76,700	50,800				127,500							0	127,500	
21	West Oakland Job Resource Cntr (WOJRC)						0			355,237				355,237	355,237	
22	Cypress Mandela							50,000						50,000		
23	Professional Services															
24	OPIC EASTBAY Works	5,000	5,000				10,000							0	10,000	
25	Service Provider Subtotal	633,307	554,217	64,771	945,880	0	2,198,175	523,000	400,000	355,237	0	450,000	143,079	1,871,316	4,069,491	
26	DIRECT CLIENT SUPPORT															
27	Adult and DW Training Services (PIC)	184,057	148,600				332,657							0	332,657	
28	Adult and DW Training Services (Unity)	46,015	37,149				83,164							0	100,000	
29	Adult and DW Supportive Services (PIC)	60,000	40,000				100,000							0	25,000	
30	Adult and DW Supportive Services (Unity)	15,000	10,000				25,000							0	25,000	
31	Direct Client Support Subtotal	305,072	235,749	0	0	0	540,821	0	0	0	0	0	0	0	540,821	
32	CITY OPERATIONS															
33	EWD Admin/Finance	49,860	45,026		49,860		144,746							0	144,746	
34	Internal Services Fund Fees	10,693	16,650	1,133	19,446		47,922	16,869		9,346				26,215	74,137	
35	Program Staff	151,426	77,105	265,013	205,783	150,000	849,327	163,658		88,949	102,318			354,925	1,204,252	
36	O&M	4,059	3,981		17,062		25,102							0	25,102	
37	City Operations Subtotal	216,038	142,762	266,146	292,151	150,000	1,067,097	180,527	0	98,295	102,318	0	0	381,140	1,448,237	
38	TOTAL EXPENDITURES	1,154,417	932,728	330,917	1,238,031	150,000	3,806,093	703,527	400,000	453,532	102,318	450,000	143,079	2,252,456	6,058,549	
39	Fund Balance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

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Approved as to Form and Legality

Deputy City Attorney

## OAKLAND CITY COUNCIL

RESOLUTION No. \_\_\_\_\_ C.M.S.

**RESOLUTION (1) ADOPTING THE FISCAL YEAR 2018-2019 WORKFORCE DEVELOPMENT BUDGET; (2) ACCEPTING AND APPROPRIATING WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) TITLE I FORMULA FUNDS AND OTHER FUNDS FOR ADULT, DISLOCATED WORKER, YOUTH AND RAPID RESPONSE SERVICES IN THE ESTIMATED AMOUNT OF \$5,332,907; (3) AUTHORIZING CONTRACTS WITH SERVICE PROVIDERS COMPETITIVELY SELECTED BY THE OAKLAND WORKFORCE DEVELOPMENT BOARD TO PROVIDE COMPREHENSIVE, SPECIALIZED, AND YOUTH SERVICES FROM WIOA TITLE I FORMULA FUNDS AND OTHER FUNDS FOR FISCAL YEAR 2018-2019; AND (4) AUTHORIZING THE CITY TO APPLY FOR, ACCEPT AND APPROPRIATE GRANTS AND CONTRIBUTIONS FOR WORKFORCE DEVELOPMENT SERVICES BEYOND THE WIOA TITLE I FORMULA FUNDING AND OTHER BUDGETED FUNDING SOURCES UP TO \$200,000 WITH THE APPROVAL OF THE OAKLAND WORKFORCE DEVELOPMENT BOARD WITHOUT RETURNING TO COUNCIL**

**WHEREAS**, the Oakland Workforce Development Board is mandated to oversee the expenditure of Workforce Innovation and Opportunity Act of 2014 ("WIOA") funding in partnership with the Mayor as local chief elected official in a designated workforce development area such as the City of Oakland; and

**WHEREAS**, the City of Oakland received notice on April 26, 2018 from the California Employment Development Department that its estimated allotment of WIOA Title I formula funds for FY 2018-19 for adult, dislocated worker, youth, is \$3,240,074; and

**WHEREAS**, the rapid response funding allotment has not yet been published but is estimated to be \$200,907 for FY 2018-19, for a total projected FY 2018-19 WIOA allocation of \$3,440,981; and

**WHEREAS**, the Oakland Workforce Development Board is estimated to receive an additional \$1,891,926 in various other revenues outside of WIOA to support workforce development services in FY 2018-19; and

**WHEREAS**, there is an estimated \$500,642 in carryover revenue from FY 2017-18 for a total

projected FY 2018-19 workforce development budget of \$5,833,549; and

**WHEREAS**, the Oakland Workforce Development Board on May 17, 2018, approved a budget for all said funds; and

**WHEREAS**, the Oakland Workforce Development Board has selected, through a competitive request for proposals process, the service providers specified below to provide employment and training services to adults, dislocated workers, youth and business including rapid response and lay-off aversion services, with WIOA Title I formula funds; and

**WHEREAS**, WIOA Title I formula funds awarded to contracted service providers must be expended within the fiscal year; and

**WHEREAS**, any funds not fully spent by contracted service providers within the fiscal year will be assumed as unspent carryover and return to the Oakland Workforce Development Board for reallocation; and

**WHEREAS**, under California Unemployment Insurance Code Section 14211, 30 percent of the combined adult and dislocated worker funding must be used on eligible training services to assist job seekers with training and employment goals within the fiscal year; and

**WHEREAS**, WIOA Section 129(a)(4) requires the minimum out-of-school youth expenditure rate, minus administrative costs, for the youth formula-funded program be 75 percent; and

**WHEREAS**, WIOA Section 129(c)(4) prioritizes work experience with the requirement that the local workforce development area must spend a minimum of 20 percent of non-administrative youth formula funds on work experience activities; and

**WHEREAS**, from time to time the City through the Oakland Workforce Development Board will have the opportunity to apply for and receive grant funds and contributions above and beyond the WIOA Title I formula funds to help build capacity and diversify funding for the workforce system; now, therefore, be it

**RESOLVED:** That the City hereby accepts the Fiscal Year 2018-2019 WIOA Title I formula funding for Adult, Dislocated Worker, Youth and Rapid Response services in the estimated amount of \$3,440,981, and other funding from other sources in the estimated amount of \$1,891,926 for such services, and is authorized to enter into agreements pertaining to the acceptance of such funds; and be it

**FURTHER RESOLVED:** That, given possible variances in WIOA allocations from the U.S Department of Labor and the California Employment Development Department, the City Administrator is authorized to accept additional WIOA funding allocations for Fiscal Year 2018-19 above \$3,440,981 without returning to the City Council; and be it

**FURTHER RESOLVED:** That WIOA funds are hereby appropriated to the Workforce Development Fund (2195), Workforce Development Org (85311), various Expenditure Accounts, in Projects to be determined, and in Workforce Program (SC03); and be it



**FURTHER RESOLVED:** That the City Council hereby adopts the following Fiscal Year 2018-2019 workforce development budget:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1		Workforce Innovation and Opportunity Act						Other Revenue							
2		Fund 2195						Fund 1010	Fund 1030	Fund 5671	Fund 7999				
3		Adult	Dislocated Worker	Rapid Response	Youth	Workforce Accelerator		General Fund	Measure HH	Billboard	CPT II	OHA	Misc Donations		
4	ESTIMATED REVENUES														
5	Carryover Revenue	4,059	3,981	130,010	77,062	150,000		33,212			102,318				
6	FY 2018-19 Revenue	1,150,358	928,747	200,907	1,160,969			445,315	400,000	453,532		450,000	143,079		
7	TOTAL REVENUE	1,154,417	932,728	330,917	1,238,031	150,000	3,806,093	478,527		453,532	102,318	450,000	143,079	2,027,456	5,833,549
8	EXPENDITURES														
9	SERVICE PROVIDER CONTRACTS														
10	Youth Services														
11	Civcorps				106,776			103,000							
12	Lao Family				209,776										
13	Unity Council				209,776										
14	Youth Employment Partnership				209,776										
15	Youth Radio				209,776										
16	Youth Summer Employment Program								400,000			450,000	143,079		
17	Adult Services														
18	Day Labor Center							195,000							
19	OPIC America's Job Center of CA (AJCC)	551,607	498,417	64,771											
20	Unity America's Job Center of CA (AJCC)	76,700	50,800												
21	West Oakland Job Resource Ctr (WOJRC)									355,237					
22	Professional Services														
23	KRA Vendor Pay Agent														
24	OPIC EASTBAY Works	5,000	5,000												
25	Service Provider Support	633,307	498,207	64,771	445,315	0	2,193,075	228,000	400,000	355,237	0	450,000	143,079		
26	DIRECT CLIENT SUPPORT														
27	Adult and DW Training Services (PIC)	184,057	148,600												
28	Adult and DW Training Services (Unity)	46,015	37,149												
29	Adult and DW Supportive Services (PIC)	60,000	40,000												
30	Adult and DW Supportive Services (Unity)	15,000	10,000												
31	Adult and DW Supportive Services (OHA)	105,000	105,000				2,410,827	100,000		0	0	0			
32	CITY OPERATIONS														
33	EWD Admin/Finance	49,860	45,026		49,860										
34	Internal Services Fund Fees	10,693	16,650	1,133	19,446			16,869		9,346					
35	Program Staff	151,426	77,105	265,013	205,783	150,000		163,658		88,949	102,318				
36	O&M	4,059	3,981		17,062										
37	Support Services Fund Fees	15,000	10,000		17,062	150,000	7,167,127	60,327	0	36,735	102,318	0	0		
38	TOTAL EXPENDITURES	1,154,417	932,728	330,917	1,238,031	150,000	3,806,093	478,527	400,000	453,532	102,318	450,000	143,079	2,027,456	5,833,549
39	Fund Balance	0	0	0	0	0	0	0	0	0	0	0	0	0	0

and be it



**FURTHER RESOLVED:** That the City Council hereby authorizes the City Administrator to negotiate and enter into contracts for Fiscal Year 2018-19 workforce development funds through June 30, 2019, to provide employment and training services to adults, dislocated workers, youth and businesses including rapid response and lay-off aversion services with the following service providers in not-to-exceed amounts set forth below:

- Adult, dislocated worker, and rapid response services to (1) the Oakland Private Industry Council in an amount not to exceed \$1,114,795; and (2) the Unity Council in an amount not to exceed \$127,500;
- Youth year-round services to (1) Lao Family Community Development in an amount not to exceed \$209,776; (2) Civicorps in an amount not to exceed \$209,776; (3) Unity Council in an amount not to exceed \$209,776; (4) Youth Employment Partnership in an amount not to exceed \$209,776; and (5) Youth Radio in an amount not to exceed \$209,776;
- Direct client training and support services to (1) the Oakland Private Industry Council in an amount not to exceed \$432,657; and (2) the Unity Council in an amount not to exceed \$108,164; and be it

**FURTHER RESOLVED:** That the WIOA funds are hereby appropriated to each of the contracted service providers in the Workforce Development Fund (2195), Workforce Development Org (85311), Expenditure Account (54912), in Projects to be determined; and be it

**FURTHER RESOLVED:** That each contract for workforce development activities funded with WIOA Title I formula funds shall have specific performance benchmarks consistent with WIOA regulations, and that the City shall terminate the contract of a service provider that materially fails to meet contract performance, with funds reallocated to existing service providers or an on-call pool; and be it

**FURTHER RESOLVED:** That the City Council authorizes the City Administrator or her designee to apply for, accept and appropriate grants funds and contributions on behalf of the City and the Oakland Workforce Development Board to help build capacity and diversify funding for the workforce system up to an additional \$200,000 with the approval of the Oakland Workforce Development Board without returning to the City Council, including the authority to negotiate and enter into contracts for the use of such funds with service providers approved by the Oakland Workforce Development Board through Fiscal Year 2018-2019; and be it

**FURTHER RESOLVED:** That any additional grant funds received outside of WIOA are hereby appropriated to the Miscellaneous Grant Fund (7999), Workforce Development Org (85311), various Expenditure Accounts, in Projects to be determined, and in Workforce Program (SC03); and be it

**FURTHER RESOLVED:** That the City Council approves the allocation of \$1,448,237 in FY 2018-19 WIOA formula funding and other funding to support City operations, including Internal Service Fees, City program staff and City administrative and finance staff positions, and operations and maintenance costs; and be it

**FURTHER RESOLVED:** That the City Administrator or her designee is hereby authorized to spend funds in FY 2018-19 and take other action with respect to the adopted budget and authorized contracts consistent with the Resolution and its basic purposes.

IN COUNCIL, OAKLAND, CALIFORNIA, \_\_\_\_\_, 20\_\_\_\_

**PASSED BY THE FOLLOWING VOTE:**

AYES - BROOKS, CAMPBELL WASHINGTON, GALLO, GIBSON MCHELHANEY, GUILLEN, KALB, KAPLAN, and PRESIDENT REID

NOES -

ABSENT -

ABSTENTION -

ATTEST: \_\_\_\_\_

LaTonda Simmons  
City Clerk and Clerk of the Council  
of the City of Oakland, California