



## POLICY MANUAL

No. WDB 7

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EFFECTIVE DATE: DECEMBER 11, 2019

**POLICY:** WIOA PROGRAM SUPPORT

**APPROVED**

PHILLIP W. COTHRAN  
Chair, Workforce Development Board

### INTRODUCTION

Under the Workforce Innovation and Opportunity Act (WIOA), the Workforce Development Board (WDB) ensures the appropriate use and management of WIOA funds in San Bernardino County. This policy sets forth a criteria for program support funded by WIOA.

### BACKGROUND

The WDB collaborates with partners, such as industry associations, community-based organizations, and educational agencies to further its mission to promote a workforce development system that supports economic vitality by creating opportunities for businesses, employees, and job seekers. These partners often request financial support for programs and events like conferences or trainings. The support from WDB strengthens these relationships and allows for the program outreach needed to accomplish its goals and objectives. The Office of Management and Budget provides guidance for Federal awards, such as WIOA. Provisions within the Code of Federal Regulations (CFR) allow for program outreach that support the requirements of WIOA. The CFR cautions non-Federal entities (like the WDB) to use discretion and judgment in ensuring that conference costs are appropriate, necessary, and minimize costs.

### REFERENCES

- 2 CFR Section 200.421 and 200.432
- WIOA Section 184 and 185

### POLICY

#### **Local Criteria for WIOA Program Support:**

Requests for program support will come directly to staff at the Workforce Development Department (WDD) and will either be approved by staff or be presented to the WDB for approval, in accordance with this policy.

While reviewing the request, staff of the WDD will gather information from the requesting agency/organization including, but not limited to:

- Name and location of the agency
- Description of the agency's goals as a whole and for the event
- Description of the program or event, including dates, times, and number of planned attendees
- Target populations served
- Requested amount
- Primary funding source of the event
- How the event relates to WIOA and the services provided by the WDB

Requests up to an annual amount of \$4,999 per entity may be approved by WDD staff, according to department standards set by the WDD Director in accordance with the approved budget. A summary of such WDD approvals will be presented to the WDB on a periodic basis.

Program support requests in an amount of \$5,000 or above per year, per entity, will be presented to the WDB for consideration and approval, prior to expenditure.

The agency/organization shall provide WDD staff with outcomes and achievements of the program supported.