



BOARD OF SUPERVISORS AGENDA ITEM REPORT AWARDS / CONTRACTS / GRANTS

☐ Award ☐ Contract ☒ Grant

Requested Board Meeting Date: 01/21/2025

* = Mandatory, information must be provided

or Procurement Director Award: ☐

***Contractor/Vendor Name/Grantor (DBA):**

Arizona Department of Economic Security

***Project Title/Description:**

Workforce Innovation and Opportunity Act Title I-B – Adult and Dislocated Worker Programs Transfer of Funds Request

***Purpose:**

Pima County Community & Workforce Development (CWD) receives recurring funding under the Workforce Innovation and Opportunity Act (WIOA) Title 1-B, Adult and Dislocated Worker programs to provide job training and supportive services to eligible participants. WIOA permits transfer of funding between Adult and Dislocated Worker programs upon the approval of the Local Workforce Development Board (LWDB) to provide services in areas of greatest need. In Pima County, the Workforce Investment Board (WIB) serves as the LWDB. The WIB Chair, in accordance with adopted WIB policy, has approved a request to transfer \$600,000 in Fiscal Year 2025 from Dislocated Worker Program funding to Adult Program funding. This transfer is due to an increase in eligible Adult Program participant enrollments, coupled with relatively low levels of Dislocated Worker Program participant enrollments. This amendment (Amendment 5) is for the Board of Supervisors' approval of the Workforce Innovation and Opportunity Act Title 1-B-Adult and Dislocated Worker Programs Transfer of Funds Request.

Indirect costs: 10%. 15% is not negotiable because this was procured prior to October 1, 2024.

Attachment: Arizona Department of Economic Security Workforce Innovation and Opportunity Act (WIOA) Title 1-B Transfer of Funds Request Form

***Procurement Method:**

The amendment did not require the review or signature of the Pima County Attorney's Office.

***Program Goals/Predicted Outcomes:**

Key outcomes include measurable skills gains, post-exit wages, job placements, and attainment of credentials. These outcomes are used to determine whether Pima County meets negotiated performance rates, which has been achieved year over year.

***Public Benefit:**

To increase a skilled workforce, fulfill employer workforce needs, and provide family sustaining wages.

***Metrics Available to Measure Performance:**

Client data is tracked in the Arizona Job Connection statewide database, which is used to track program goals and predicted outcomes

***Retroactive:**

No.

GMI approves
1/21/2025
for
RK Kelly

THE APPLICABLE SECTION(S) BELOW MUST BE COMPLETED

Click or tap the boxes to enter text. If not applicable, indicate "N/A". Make sure to complete mandatory (*) fields

Contract / Award Information

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____
Commencement Date: _____ Termination Date: _____ Prior Contract Number (Synergen/CMS): _____
☐ Expense Amount \$ _____* ☐ Revenue Amount: \$ _____

***Funding Source(s) required:** _____

Funding from General Fund? ☐ Yes ☐ No If Yes \$ _____ % _____

Contract is fully or partially funded with Federal Funds? ☐ Yes ☐ No

If Yes, is the Contract to a vendor or subrecipient? _____

Were insurance or indemnity clauses modified? ☐ Yes ☐ No

If Yes, attach Risk's approval.

Vendor is using a Social Security Number? ☐ Yes ☐ No

If Yes, attach the required form per Administrative Procedure 22-10.

Amendment / Revised Award Information

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____
Amendment No.: _____ AMS Version No.: _____
Commencement Date: _____ New Termination Date: _____
Prior Contract No. (Synergen/CMS): _____
☐ Expense ☐ Revenue ☐ Increase ☐ Decrease Amount This Amendment: \$ _____

Is there revenue included? ☐ Yes ☐ No If Yes \$ _____

***Funding Source(s) required:** _____

Funding from General Fund? ☐ Yes ☐ No If Yes \$ _____ % _____

Grant/Amendment Information (for grants acceptance and awards)

☐ Award ☒ Amendment

Document Type: Grant Department Code: CWD Grant Number (i.e., 15-123): 70928
Commencement Date: 1/21/2025 Termination Date: 6/30/25 Amendment Number: 5
☐ Match Amount: \$ _____ ☒ Revenue Amount: \$ 0

***All Funding Source(s) required:** U.S. Department of Labor Workforce Innovation and Opportunity Act federal funds – Adult

***Match funding from General Fund?** ☐ Yes ☒ No If Yes \$ _____ % _____

***Match funding from other sources?** ☐ Yes ☒ No If Yes \$ _____ % _____

***Funding Source:** _____

***If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?**
Federal Department of Labor funding passed through the Arizona Department of Economic Security

Contact: Rhonda Pina

Department: Community & Workforce Development

Telephone: 724-4703

Department Director Signature: _____ Deputy Director

Date: 1/2/2025

Deputy County Administrator Signature: _____

Date: 3 Jan 2024

County Administrator Signature: _____

Date: 1/3/2024

TRANSFER OF FUNDS REQUEST FORM1. Subrecipient/Sub-awardee: Pima County2. Subrecipient/Sub-awardee ID Number: D 12-002286

WIOA Section 133 (b) (4) provides the authority for Local Workforce Development Boards (LWDBs) the ability to transfer, if such a transfer is approved by the Arizona Department of Economic Security (ADES), up to and including 100 percent of the funds allocated to the Local Workforce Development Area (LWDA) under paragraph (2)(A) or (3), and up to and including 100 percent of the funds allocated to the local area under paragraph (2)(B), for a fiscal year between– (A) adult employment and training activities; and (B) dislocated worker employment and training activities.

WIOA Title I-B Fiscal Policy, Section 400-Transfer of Funds, allows LWDBs to request a transfer of funds between the WIOA Title I-B Adult and the Dislocated Worker Programs when funds in a LWDA have not been fully expended for a Program Year (PY).

This request does not change the amount of the allocation, but only the use of funds for the respective programs.

Adult Current Allocation* of \$ 1,626,344.00 To New Allocation of \$ 226,344.00 PY 2024 / FY 2025

Dislocated Worker Current Allocation* of \$ 1,653,569 To New Allocation of \$ 105,359 PY 2024 / FY 2025

Arizona Department Of Economic SecuritySignature of Authorized Individual: JSKelleyTyped Name: Jennifer S. KelleyTitle: Program Oversight and Support Administrator Date: 12-5-24**Subrecipient/Sub-Awardee**

Signature of Authorized Individual:

Typed Name: Daniel P. SullivanTitle: Community & Workforce Development DirectorDate: 11/20/2024

*Any previously approved transfers should be included in the respective "Current Allocation" (e.g. A previously approved DW to AD transfer should be reflected in the "Current Allocation" for AD).

See page 3 for EOE/ADA disclosures

Written Request

Date: 11/20/2024

Local Workforce Development Board: Pima County Workforce Investment Board

Funding Source of Transfer		Amount of Transfer Requested	Percent of Transfer Requested
<input type="checkbox"/> Adult	<input checked="" type="checkbox"/> DW	\$ 600,000.00	36 %

1. Describe the situation that necessitates the LWDA's need to transfer of funds. Include labor market information and other economic conditions that contributed to the need for this transfer request.

See attached

2. Explain how the transfer of funds will impact the participant levels in both the Adult and Dislocated Worker Programs, taking into account that individuals who may be eligible for the Dislocated Worker Program include displaced homemakers, certain spouses of active-duty members of the Armed Forces, etc*. For example, if the LWDB is requesting to transfer 100% of its funding for Dislocated Worker Programs to the Adult Program, the LWDB must provide a detailed explanation of how it plans to ensure career and training services are available to eligible dislocated workers in the LWDA, such as transferring the dislocated worker funds from the prior year and using current funding to provide dislocated worker services. Provide an estimate of the number of Adults and Dislocated Workers expected to be served if the transfer is granted.

See attached

3. Explain the effect of the transfer on current providers of training and other services. Include the impact on jointly funded employment and training programs in the local ARIZONA@WORK Job Center.

See attached

* Refer to the State policy, section 100 for a description of the Dislocated Worker eligibility categories: The policy is located at the [Title I-B Policy and Procedure Manual](#), under the tab policy and Procedure Manual.

4. Describe the expected change in WIOA performance outcomes in terms of percentage (for example an increase in employment rate) of both funding streams if funding is better aligned with participants' needs in the LWDA.
see attached

Assurances

I assure that the transfer of funds requested herein:

1. Will not adversely affect individuals needing services provided by the program subject to reduced funding;
2. Will not reduce the required rate of expenditure by the end of the program year for the funding source to which funds are transferred; and
3. Is made after conferring with the Chief Elected Official.

Cassie Lundin

Name of LWDB Director (Printed)

Signature

11/20/2024

Date

Aric Meares, Chair

Name of LWDB Chairperson (Printed)

Signature

Date

Submittal Instructions

This form should be submitted electronically to the Department of Economic Security for review to:

Statewide Workforce System Manager

Program Oversight and Support Administration

Division of Employment & Rehabilitation Services (DERS)

Email to: [WIOA Program](#)

Equal Opportunity Employer / Program • Auxiliary aids and services are available upon request to individuals with disabilities • To request this document in alternative format or for further information about this policy, contact your local office; TTY/TDD Services: 7-1-1

WIOA Transfer Funds Justification

1. The situation that necessitates the transfer of funds, which must include labor market information and other economic conditions that contributed to the need for the transfer request.

ARIZONA@WORK Pima County has seen an increase in the number of Workforce Innovation and Opportunity Act (WIOA) Adults eligible for individual services during the current program year 2024.

Local area eligibility for adults includes those identified within WIOA Chapter 2 – Section 100 Adult & Dislocated Worker Program Registration, Eligibility, Enrollment and Tracking Eligibility Policy. In addition and pursuant to the Local Plan, the Pima County Workforce Investment Board established the level above 70% LLSIL to 130% LLSIL for individuals determined eligible as low income. Additionally, the local board has established policy for priority of service that will remain in effect throughout the program year.

ARIZONA@WORK Pima County maintains the Eligible Training Provider List in accordance with state policy as well as local policy affording Career Pathways. At the onset of program year 2024 several providers increased costs associated with the program offerings whereas the Workforce Investment Board maintained a training level for WIOA Adults at \$3,500 per eligible participant. Although WIOA remains the last dollar in for all of the programs, the increased costs have depleted training dollars exponentially. WIOA Adults oftentimes select training that is short-term and yield employment in projected growth sectors like home health professionals and care aides. Although these shorter trainings provide an immediate pathway to employment, they are not eligible for federal PELL grant supports, meaning that WIOA funds the entirety of the program.

2. An estimate of the number of Adults and DWs expected to be served if the transfer of funds is granted, and an explanation of how the transfer will impact participant levels in both the Adult and DW programs, along with ensuring that priority of service levels will be met.

Based on this eligibility, Pima County has enrolled over 1,000 individuals into WIOA Adult programs. Based on historical data, LWDB Pima County is projected to meet or exceed prior year adult enrollments doubling current number of individuals enrolled for services. (table below)

WIOA Transfer Funds Justification

PY 2021	PY 2022	PY 2023	PY 2024 (11/13/24)
1,824	1,804	2,126	1,286

Should the transfer be approved, the local area can address both populations based on current economic projections and align well through the program year.

3. An explanation of the effect of the transfer of funds on current providers of training and other services, which includes the impact on jointly funded employment and training programs in the local ARIZONA@WORK Job Center.

Pima County leverages dollars where possible, however costs associated with physical job centers, outreach and recruitment, basic career services, contracted service providers (staff), and individualized services (training and support) will continue to move forward however, should the transfer not be approved current funds are not enough to maintain the level and quality of services currently available.

4. The expected change in WIOA performance outcomes, in terms of percentage (e.g., an increase in the employment rate) for both funding streams, if funding is better aligned with participants' needs in the LWDB.

LWDB Pima County anticipates that there are no projected changes to the current performance outcomes for the program year.