



**OAKLAND
WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEETING**

Friday, June 20, 2025

8:30 a.m. – 11:00 a.m.

Hearing Room #4

Oakland City Hall





Do you need an ASL, Cantonese, Mandarin or Spanish interpreter or other assistance to participate? Please email hlindsay@oaklandca.gov. or call (510) 238-3474 or (510) 238-3254 for TDD/TTY five days in advance.

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OAKLAND WORKFORCE DEVELOPMENT BOARD (OWDB)

EXECUTIVE COMMITTEE MEETING NOTICE

Friday, June 20, 2025

8:30 a.m. – 11:00 a.m.

Hearing Room 4

Oakland City Hall

One Frank H. Ogawa Plaza

PUBLIC PARTICIPATION

The public may observe and/or participate in this meeting many ways.

OBSERVE: To observe the meeting by video conference, please click on this link:

<https://us06web.zoom.us/j/82178019834?pwd=Xdc6mmyRLFbXHJuGpZPhMGrBVudvAw.1> at the noticed meeting time. Instructions on how to join a meeting by video conference is available at: <https://support.zoom.us/hc/en-us/articles/201362193-joining-a-Meeting>

Join from a PC, Mac, iPad, iPhone or Android device: Please click this URL to join.

<https://us06web.zoom.us/j/82178019834?pwd=Xdc6mmyRLFbXHJuGpZPhMGrBVudvAw.1>

Passcode: 78843

Webinar ID: 821 7801 Passcode: 9834

International numbers available: <https://us06web.zoom.us/u/kcDBKV2rP8>

COMMENT:

Public comment is not available for remote participation at this time. If you would like to comment on an item remotely, please submit written comments 24 hours in advance by email to owdb@oaklandca.gov or appear in person.

If you have any questions, please email: owdb@oaklandca.gov

OAKLAND WORKFORCE DEVELOPMENT BOARD (OWDB)

EXECUTIVE COMMITTEE MEETING NOTICE

City Hall, 1 Frank H. Ogawa Plaza, Oakland, CA

Hearing Room 4

Friday, June 20, 2025

8:30 a.m. – 11:00 a.m.

AGENDA

Members of the public wishing to address the Board on issues shall complete a Speakers Card. Members of the public who wish to address the Board on published issues should do so at the time the agenda item is being discussed. Issues that the public wishes to address that are not published on the agenda will be heard during the Public Forum section. You will have 2-minutes to speak on the item.

I. PROCEDURAL ITEMS

- a. Call to Order and Roll Call
- b. Chair Remarks
- c. Approval of Minutes (Action) – April 11, 2025

II. ACTION ITEMS

- a. Approve Updated Advance Payment Policy

III. INFORMATIONAL ITEMS

- a. Ad-Hoc Committee Updates
- b. OWDB Regular and Executive Meeting Schedule

IV. PUBLIC FORUM

For items that members of the public wish to address that are NOT on the agenda.

V. STAFF REPORTS

VI. ANNOUNCEMENTS

VII. CLOSING REMARKS & ADJOURN

NEXT SCHEDULED EXECUTIVE COMMITTEE MEETING

FRIDAY, SEPTEMBER 19, 2025

8:30 AM-11:00 AM

These WIOA Title I financially assisted programs or activities are "Equal Opportunity Employers/Programs". Auxiliary aids and services are available upon request to individuals with disabilities.

Executive Board Committee Meeting
Thursday, April 11, 2025
8:30 AM – 11:00 AM

MINUTES

The meeting was called to order by **Chair September Hargrove** at 8:48 a.m.

ROLL CALL

September Hargrove, Lee McMurtray, Louis Quindlen, Kalpana Oberoi, Jason Gumataotao, Kim Jones. (Quorum Established)

Absent:

Excused: Kim Jones

Members of the public who wish to address the board on items noticed on the agenda, should complete a speaker card before the agenda item is discussed. Each speaker will have two minutes to speak on the item. Staff will be keeping time and will notify you when your two minutes are complete. Public comment is not available for remote participation. The public may address, items not published on the agenda, during the Public Forum section at the end of the meeting.

ADOPTION OF AGENDA

Board Member Lee McMurtray approved to adopt the agenda.

APPROVAL OF MINUTES - ACTION

Chair September Hargrove requested a motion to approve the minutes of September 20, 2024 **Board Member Jason Gumataotao** moved, **Board Member Lee McMurtray** second to accept the meeting minutes for September 20, 2024.

Motion Passed: Louis Quindlen, Lee McMurtray, September Hargrove, Jason Gumataotao.

Abstention: September Hargrove

ITEM. II.a._ Regional Equity and Recovery Partnership (RERP)

Chair September Hargrove read the recommendation stating that the OWDB authorize a grant agreement with the Oakland Private Industry Council (OPIC) in the amount of \$97,101.00 in Regional Equity and Recovery Partnership (RERP) grant funds from the California Workforce Development Board (CWDB) to implement the Laney College Electronics Certificate Program.

Staff Member Lindsey presented the Executive Summary that included background on legislative history, analysis and policy alternatives, she stated that the Regional Equity and Recovery Partnership (RERP) Grant is intended to promote economic recovery efforts in underserved and underrepresented communities, including English language learners and justice involved individuals. The program runs from May 1, 2024, through December 31, 2025. OPIC and Laney

College will oversee recruitment, enrollment, case management along with wrap around services. Laney College will provide job readiness services.

Public Comment:

Richard de Jauregui Oakland Private Industry Council.

BOARD QUESTIONS:

What prior experience do the participants have with community college? What are the participants high school education status-are they high school graduates, do any lack a diploma? What recruitment strategies are being used to attract participants? How is the program being promoted to potential applicants? How long is it expected to take for participants to receive an apprenticeship? What are the goals or projected outcomes for 2026? Who are the employers that are involved in providing the five job placements listed in the report associated with the program?

***Sofia Navarro Executive Director of the Board** stated that the contract began in May, 2024, and initially belonged to Contra Costa Workforce and then transferred to Oakland Workforce, the contract had to go through the usual channels to adopt.*

Chair September Hargrove called for a motion.

Board Member Lee Mc Murtray moved **Board Member Louis Quindlen** second to authorize grant agreement.

Motion Passed: September Hargrove, Lee McMurtray, Louis Quindlen, Jason Gumataotao.

ITEM. III a. – INFORMATIONAL

OWDB Strategic Priorities Action Plan Discussion

***Sofia Navarro Executive Director of the Board** shared the four top priorities that board members felt were the most important: Improved Coordination, Collaboration, and Alignment with Other Systems and Programs, Funding Agility, Business Engagement, and Establish Data Integrity. She asked the board what action plan should be taken to accomplish these priorities.*

Public Comment: None

Board Member Louis Quindlen inquired about the inventory of available manufactured spaces what is currently available spaces what steps are needed to make them workable. Where are we with the Oakland Army base space for building and Maritime trade.

The Executive Board identified four strategic priorities, and agreed to establish four Ad-Hoc committee, chaired by an Executive Board Member: Improved Collaboration, Coordination and Alignment led by Vice Chair Lee McMurtray, Funding Agility led by Sofia Navarro and September Hargrove, Business Engagement led by Jason Gumataotao and September Hargrove, Data Integrity led by Louis Quindlen. These committees will meet as needed for six months and then present a summary of their recommendations and proposed actions to the full regular board.

IV. PUBLIC FORUM

For items that members of the public wish to address that are NOT on the agenda.

Richard de Jauregui OPIC spoke on behalf of Michele Clark, YEP and himself.

Raya Zion from Laney College spoke.

V. STAFF REPORTS: None

VI. ANNOUNCEMENTS: None

VII. CLOSING REMARKS & ADJOURN Meeting was adjourned at 11:07 a.m.

Next Scheduled Executive Committee Meeting

Friday, June 20, 2025

8:30 a.m. - 11:00 a.m.



ITEM. II.a - ACTION

To: Oakland Workforce Development Board
From: OWDB Staff
Date: June 20, 2025
Re: Revised Training Advance Pay Management Policy – Compliance Update and Response to Prior EDD Findings

RECOMMENDATION

Staff recommends that the Oakland Workforce Development Board (OWDB) adopt the revised Training Advance Pay Management Policy as presented, effective July 1, 2025. Adoption of this policy will address previous state monitoring findings, reinforce internal fiscal controls, and provide a compliant framework for the use of training advances by OWDB service providers.

BACKGROUND

The attached Training Advance Pay Management Policy (Directive No. 25-001) is being brought back to the Board in response to fiscal concerns previously identified by the California Employment Development Department (EDD). Specifically, a prior state fiscal monitoring review (attached) cited issues with OWDB's previous use of cash advances, including insufficient internal controls and a lack of adequate documentation to verify proper use of funds in compliance with federal requirements.

ANALYSIS AND POLICY ALTERNATIVES

To directly address these findings and ensure compliance with federal Workforce Innovation and Opportunity Act (WIOA) guidance, OWDB staff revised the policy in consultation with EDD's Compliance Review Office. Their feedback has been incorporated into the attached version, with all substantive changes shown in tracked revisions. The policy now aligns with federal cash management standards, including 2 CFR 200.305 and EDD Directive WSD16-17.

Key Revisions (Tracked in Document):

- Clear criteria for requesting and approving advance payments.
- Strengthened internal control requirements and disbursement timelines.
- Explicit procedures for reconciliation, reporting, and return of unspent funds.
- Comprehensive references to federal and state regulatory authority.



February 3, 2016

Post-It™ brand fax transmittal memo 7671		# of pages ▶ 6
To <i>Honorable Lindsay</i>	From <i>Gabriel Garcia</i>	
Co. <i>City of Oakland</i>	Co. <i>EDD</i>	
Dept. <i>Workforce Dev.</i>	Phone # <i>916 654 7685</i>	
Fax # <i>510 238 3474</i>	Fax #	



Ed G. Brown Jr.
Governor

Mr. John R. Bailey, Executive Director
Oakland Workforce Investment Board
Community and Economic Development Agency
250 Frank H. Ogawa Plaza, Suite 3315
Oakland, CA 94612

Dear Mr. Bailey:

**WORKFORCE INVESTMENT ACT
FISCAL AND PROCUREMENT REVIEW
DRAFT MONITORING REPORT
PROGRAM YEAR 2014-15**

This is to inform you of the results of our review for Program Year (PY) 2014-15 of the City of Oakland's financial management and procurement activities funded by the Workforce Investment Act (WIA). This review was conducted by Mr. Tom Liu from May 4, 2015 through May 7, 2015 and May 18, 2015 through May 21, 2015. For the fiscal portion of the review, we focused on the following areas: expenditures charged to WIA grants, cost allocation, oversight of your subrecipients, and subrecipient audits. For the procurement portion of the review, we examined procurement transactions and property management.

Our review was conducted under the authority of Section 667.400(c) and Section 667.410(b)(1), (2) & (3) of Title 20 of the Code of Federal Regulations (20 CFR). The purpose of this review was to determine the level of compliance by the City of Oakland with applicable federal and state laws, regulations, policies, and directives related to the WIA grant regarding financial management and procurement for PY 2014-15.

We collected the information for this report through interviews with representatives of the City of Oakland, a review of applicable policies and procedures, and a review of a sample of expenditures and procurements for PY 2014-15.

BACKGROUND

The City of Oakland was awarded WIA funds to administer a comprehensive workforce investment system by way of streamlining services through the America's Job Center of CaliforniaSM delivery system. For PY 2014-15, the City of Oakland was

Mr. John R. Bailey
February 3, 2016
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allocated: \$1,578,358 to serve adult participants; \$1,603,729 to serve youth participants; and \$1,194,865 to serve dislocated worker participants.

For the quarter ending March 31, 2015, the City of Oakland reported the following WIA expenditures: \$1,261,004 for adult participants; \$1,035,759 for youth participants; and \$861,591 for dislocated worker participants. In addition, the City of Oakland reported the following WIA enrollments: 1,585 adult participants; 299 youth participants; and 642 dislocated worker participants.

FISCAL REVIEW RESULTS

While we conclude that, overall, the City of Oakland is meeting applicable WIA requirements concerning financial management, we noted instances of noncompliance in the areas of one-stop operator administrative charges and excess cash. The findings that we identified in these areas are specified below.

FINDING ONE

Requirement:

20 CFR 667.220(a) states, in part, that the costs of administration that allocable portion of costs of State and local workforce investment boards (WIB), direct recipients, including State grant recipients, as well as local grant recipients, local grant subrecipients, local fiscal agents and one-stop operators that are associated with those specific functions identified in paragraph (b) of this section and which are not related to the direct provision of workforce investment services, including services to participants and employers. These costs can be both personnel and nonpersonnel and both direct and indirect.

20 CFR 667.220(b) states, in part, that costs of administration are the costs associated with performing the following functions:

- (1) Performing the following overall general administrative functions and coordination of those functions under WIA title I:
 - (i) Accounting, budgeting, financial and cash management functions;
 - (ii) Procurement and purchasing functions;
 - (iii) Property management functions;
 - (iv) Personnel management functions;
 - (v) Payroll functions;
 - (vi) Coordinating the resolution of findings arising from audits, reviews, investigations and incident reports;
 - (vii) Audit functions;

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- (viii) General legal services functions; and
- (ix) Developing systems and procedures, including information systems, required for these administrative functions;

(2) Performing oversight and monitoring responsibilities related to WIA administrative functions;

(3) Costs of goods and services required for administrative functions of the program, including goods and services such as rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space;

(4) Travel costs incurred for official business in carrying out administrative activities or the overall management of the WIA system; and

(5) Costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting and payroll systems) including the purchase, systems development and operating costs of such systems.

Observation:

We found that the City of Oakland is incorrectly reporting administrative expenditures of its one-stop operators as program cost on its expenditure reports. We reviewed the City of Oakland's contracts for the operation of the AJCCs in various locations, and found that each of these contracts identified administrative costs to operate the AJCC. According to the contracts, the operators have been identified as the Oakland Private Industry Council (OPIC) and the Spanish Speaking Unity Council (SSUC).

Budgeted administrative costs identified in the contracts are as follows:

Subrecipient	AJCC	Administrative Costs Budgeted	Reported
OPIC	Comprehensive	\$90,185	\$0
OPIC	East Oakland	\$10,192	\$0
OPIC	West Oakland	\$18,912	\$0
SSUC	Affiliate	\$10,000	\$0
Total		\$129,289	\$0

As of the June 2014 quarter, the City of Oakland reported \$205,574, which consisted of its own administrative costs, without any of the one-stop operator administrative costs. According to City of Oakland staff, the one-stop administrative costs were reported as program costs because these costs are defined as program in the Single Audit Report. However, the classification of costs for WIA funds is defined in the 20 CFR specified above. Based on the contracts depicted in the chart above, the total underreported administrative costs is \$129,289.

There was a similar finding in PY 2013-14

Recommendation: We recommend that the City of Oakland submit amended information to the CalJOBSSM system and report all its administrative costs as identified above. Once completed, we recommend the City of Oakland provide the Compliance Review Office documentation of its actions.

FINDING TWO

Requirement: 29 CFR 97, Subpart C, Section 97.20(b)(7) states, in part, that procedures to minimizing the time elapsing between the transfer of funds and disbursement by grantees and subgrantees must be followed whenever advance payment procedures are used. Grantees must establish reasonable procedures to ensure the receipt of reports on subgrantees cash balances and cash disbursements in sufficient time to enable them to prepare complete and accurate cash transactions reports to the awarding agency. Grantees must monitor cash draw downs by their subgrantees to assure that they conform substantially to the same standards of timing and amount as apply to advances to the grantee.

20 CFR 667.200(a)(7) states, in part, that interest income earned on funds received under WIA must be included as program income.

WSD12-1 states, in part, that all subgrantees must monitor their cash draws to ensure their account does not reflect an "excess

cash" balance. Excess cash is defined as any amount that has not disbursed within three or four working days after receipt.

Observation:

We found that the City of Oakland provided its service providers, OPIC, SSUC, and Youth Uprising, with advances totaling \$211,480.50. Specifically, one OPIC contract for adult and dislocated workers received an advance of \$12,000; another OPIC contract for rapid response received an advance of \$92,880, a contract awarded to SSUC for rapid response activities received an advance of \$44,100, and a contract awarded to Youth Uprising received an advance of \$62,500. City of Oakland staff stated that while the advances are initially paid out from the City of Oakland's general funds, a request is submitted to the State for reimbursement on the next cash request from the State which results in these advances being paid out of WIA funds.

The City of Oakland contract, Section 5, Method of Payment states, in part, that the advance shall be off-set against subsequent payments in the amount of 25 percent of each invoice amount submitted until the entire advance payment amount is recaptured by the City of Oakland. As a result, advances issued by the City of Oakland leads to an excess cash issue since they are being paid using federal funds.

Recommendation: We recommend that the City of Oakland provide the Compliance Review Office with a corrective action plan to ensure that, in the future, any advances provided to its subrecipients do not result in excess cash. We further recommend that the City of Oakland review its current policies and make the necessary changes to ensure its subrecipients do not have excess cash and that the City of Oakland is only requesting cash for immediate needs.

PROCUREMENT REVIEW RESULTS

We conclude that, overall, the City of Oakland is meeting applicable WIA requirements concerning procurement.

We provide you up to 25 working days after receipt of this report to submit your response to the Compliance Review Office. We faxed a copy of this report to your office on the date indicated above. Therefore, we request your response no later than

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March 10, 2016. If we do not receive a response by this date, we will release this report as the final report. Please submit your response to the following address:

Compliance Monitoring Section
Compliance Review Office
722 Capitol Mall, MIC 22
P.O. Box 826880
Sacramento, CA 94280-0001

In addition to mailing your response, you may also FAX it to the Compliance Monitoring Section at (916) 654-6096.

Because the methodology for our monitoring review included sample testing, this report is not a comprehensive assessment of all the areas included in our review. It is the City of Oakland's responsibility to ensure that its systems, programs, and related activities comply with the WIA grant program, federal and state regulations, and applicable state directives. Therefore, any deficiencies identified in subsequent reviews, such as an audit, would remain the City of Oakland's responsibility.

Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions regarding this report or the review that was conducted, please contact Mr. Tom Liu at (916) 654-7393 or me at (916) 653-7541.

Sincerely,



JESSIE MAR, Chief
Compliance Monitoring Section
Compliance Review Office

cc: Gabriel Garcia, MIC 50
Greg Gibson, MIC 50
Daniel Patterson, MIC 45
Georganne Pintar, MIC 50

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CITY OF OAKLAND
OFFICE OF ECONOMIC AND WORKFORCE DEVELOPMENT
OAKLAND WORKFORCE DEVELOPMENT BOARD

DIRECTIVE No: 254-001
EFFECTIVE: July 1, 20254
SUBJECT: Management of Training Funds by Service Providers

PURPOSE

This policy establishes the guidelines under which service providers contracted by the Oakland Workforce Development Board (OWDB) may manage and receive advances of training dollars on behalf of the OWDB, in alignment with federal regulations and local workforce needs.

SCOPE

This policy applies to all service providers who are contracted by the OWDB to manage WIOA-funded training activities, including but not limited to Individual Training Accounts (ITAs), On-the-Job Training (OJT) contracts, customized training, and cohort-based training programs.

POLICY

Service providers contracted by the OWDB may be authorized to manage and receive advances of training funds under the following conditions:

Advance Payments

1. **Eligibility for Advances:**

Service providers may request advance payments for training dollars based on demonstrated need, the type of training program, and the overall budget allocation. Advances can be provided for ITAs, OJT contracts, customized training, and cohort-based training programs. [WIOA Sec. 134(c)(3)(A), 20 CFR 680.330]

2. **Request Process:**

Service providers must submit a formal request for advance payment utilizing the OWDB Training Payment Advance Request Form, including a detailed justification, budget, and proposed payment schedule. Requests should be submitted to the OWDB Executive Director for review and approval. [20 CFR 683.200]

3. Approval and Disbursement:

Advances will be approved based on the provider's financial stability, past performance, and the alignment of the requested advance with the OWDB's strategic goals. Approved advances will be disbursed based on the payment schedule outlined in the service provider's contract. [20 CFR 683.295]

4. Disbursement and Use of Funds:

All approved advance payments must be expended by the service provider within three to four working days of receipt to avoid excess cash on hand, as defined by the U.S. Department of Labor and the California Employment Development Department. [2 CFR 200.305(b)(1); WSD16-17]

In limited cases, OWDB may allow a longer disbursement period if the service provider submits a written justification outlining a specific disbursement timeline and rationale (e.g., vendor invoice payment schedule). Any extension must be approved in advance by OWDB and documented in the provider's contract file. OWDB will continue to monitor to ensure funds are used in alignment with the justification provided and within a reasonable timeframe.

5. Written Procedures and Financial Systems:

Service providers receiving advance payments must maintain:

- § Written procedures that minimize the time elapsing between the transfer and disbursement of funds;
- § Financial management systems that ensure fund control, accountability, timely reconciliation, and compliance with federal requirements. [2 CFR 200.305(b)(1)]

6. Banking Requirements:

Advance payments must be deposited and maintained in insured accounts, when feasible, and managed to minimize idle cash. [2 CFR 200.305(b)(10)]

Management of Advanced Funds

1. Fund Allocation:

Service providers must allocate advanced funds in accordance with the approved budget and payment schedule. They are responsible for ensuring that funds are used appropriately and in compliance with WIOA regulations. [WIOA Sec. 134(c)(3)(A), 20 CFR 683.285]

2. Documentation:

Service providers must maintain detailed records of all expenditures made with advanced funds, including receipts, invoices, and participant records. These records must be submitted to the OWDB in periodic financial reports. [20 CFR 683.410]

FINANCIAL ACCOUNTABILITY AND REPORTING

1. Allocation of Funds:

- § The OWDB will allocate a set budget to the service provider, including any approved advance payments, based on the number of participants, the type of training, and the anticipated outcomes. [WIOA Sec. 134(c)(3)(A), 20 CFR 683.295]
- § The service provider is responsible for ensuring that funds are allocated in compliance with WIOA regulations and the terms of their contract with the OWDB. [20 CFR 683.210]

2. Monitoring and Oversight:

- § The OWDB will conduct regular monitoring and oversight of service providers to ensure compliance with WIOA regulations, [advance and program income requirements](#), and the effective use of advanced training funds. [WIOA Sec. 116(d), 20 CFR 683.410, [2 CFR 200.305](#), [2 CFR 200.332\(d\)](#)]
- § [Monitoring of advance payments will be incorporated into OWDB's annual subrecipient monitoring process.](#)
- § Service providers must submit regular financial reports detailing the allocation and expenditure of training dollars, including participant outcomes and any challenges encountered. [OWDB may require more frequent reporting if needed.](#) [20 CFR 683.410]

3. Payback and Clawback Provisions:

- § In the event of non-completion of training, misuse of funds, or failure to comply with reporting requirements, the service provider may be required to repay the advanced funds to the OWDB. [20 CFR 683.430]
- § The OWDB reserves the right to recover funds if it is determined that the service provider failed to comply with WIOA regulations or the terms of their contract. [20 CFR 683.430]
- §
- §

4. Return of Unspent Funds:

- § Year-End Reconciliation: At the end of each program year, service providers must reconcile all allocated and advanced training funds. This includes a review of all expenditures, commitments, and obligations. [20 CFR 683.420]
- § Unspent Funds: Any training dollars that have not been expended, committed, or obligated by the end of the program year must be returned to the OWDB. This includes funds advanced to service providers. [20 CFR 683.430]

- § Reporting of Unspent Funds: Service providers must report the amount of unspent funds to the OWDB by July 20, along with a detailed explanation of why the funds were not utilized. This report should also include any recommendations for improving fund utilization in the following program year. [20 CFR 683.420]
- § Reallocation of Funds: The OWDB may reallocate returned funds to other service providers or training initiatives based on the workforce development needs of the community and in accordance with WIOA regulations. [WIOA Sec. 134(c)(3)(A), 20 CFR 683.420]
- § Consequences for Non-Compliance: Failure to return unspent funds or accurately report financial activities may result in penalties, including disqualification from future funding opportunities, and may trigger a comprehensive audit by the OWDB. [20 CFR 683.430]

PARTICIPANT CHOICE

1. Participant Involvement

- § Participants must be actively involved in the decision-making process regarding their training, including the selection of training providers from the ETPL. [WIOA Sec. 134(c)(3)(B), 20 CFR 680.330]
- § Service providers must provide participants with information on all available training options, ensuring that decisions are informed and aligned with the participant's career goals. [WIOA Sec. 134(c)(3)(B), 20 CFR 680.330]

2. Transparency and Communication

- § Service providers must maintain open communication with participants, providing clear information on how training funds are being used and the progress of their training. [WIOA Sec. 134(c)(3)(B), 20 CFR 683.285]
- § Participants have the right to appeal decisions made by the service provider regarding the allocation of training funds. [20 CFR 683.550]

WAIVERS AND APPEALS

1. Waivers:

- § Service providers may request waivers from specific policy provisions in cases where flexibility is needed to address unique participant needs or local labor market conditions. [WIOA Sec. 189(i)(4), 20 CFR 683.550]
- § Waiver requests must be submitted in writing to the OWDB Executive Director for approval. [20 CFR 683.550]

2. Appeals Process:

- § Participants or training providers who disagree with decisions made by the service provider regarding the allocation of training funds have the right to appeal. [20 CFR 683.550]
- § Appeals must be submitted in writing to the OWDB within 30 days of the decision, and the OWDB will review and respond within 30 days of receipt. [20 CFR 683.550]

PROCEDURE

Requesting Advance Payments:

Step 1: Submission of Request

Service providers must submit a written request for advance payment of training dollars, utilizing the OWDB Training Payment Advance Request Form to the OWDB Executive Director for approval. The request must include a detailed justification, budget breakdown, and proposed payment schedule. [20 CFR 683.200]

Step 2: OWDB Review and Approval

OWDB staff will review the advance payment request to ensure alignment with the provider's contractual obligations and compliance with WIOA regulations. The review will consider the provider's financial stability, past performance, and the alignment with the OWDB's strategic goals. [20 CFR 683.295]

Step 3: Disbursement of Funds

Upon approval, the OWDB will disburse the advance payment to the service provider according to the approved payment schedule. The service provider must allocate these funds strictly in accordance with the approved budget. [WIOA Sec. 134(c)(3)(A), 20 CFR 683.295]

Managing Advanced Funds:

Step 1: Allocation and Expenditure Tracking

Service providers must allocate advanced funds according to the approved budget. They must maintain detailed records of all expenditures, including receipts, invoices, and participant records. These records must be submitted to the OWDB in periodic financial reports. [20 CFR 683.410]

Step 2: Reporting and Documentation

Service providers must submit financial reports to the OWDB detailing how the advanced funds have been allocated and expended. These reports should be submitted quarterly and include all supporting documentation. [20 CFR 683.410]

End-of-Year Reconciliation and Return of Unspent Funds:

Step 1: Year-End Reconciliation

At the end of the program year, service providers must reconcile all allocated and advanced training funds. This includes reviewing all expenditures, commitments, and obligations to ensure funds were used appropriately. [20 CFR 683.420]

Step 2: Reporting Unspent Funds

Service providers must report any unspent training dollars to the OWDB by July 20. This report should include a detailed explanation of why the funds were not utilized and any recommendations for improving fund utilization in the following program year.

COMPLIANCE

This policy shall be implemented in compliance with all applicable WIOA regulations and federal, state, and local laws, [including 2 CFR 200.305 and EDD Directive WSD16-17-](#)

REVIEW

This policy shall be reviewed annually by the OWDB and amended as necessary to reflect changes in WIOA regulations or local workforce needs.

EFFECTIVE DATE

This policy shall be effective immediately and shall remain in effect until amended or superseded.

**OAKLAND WORKFORCE DEVELOPMENT BOARD
2025
MEETING CALENDAR**

Regular Full Board Meeting	Thursday - February 6, 2025
Executive	Friday - March 21, 2025
Regular Full Board Meeting	Thursday - May 1, 2025
Executive	Friday - June 20, 2025
Regular Full Board Meeting	Thursday - August 7, 2025
Executive	Friday - September 19, 2025
Regular Full Board Meeting	Thursday - November 6, 2025
Executive	Friday - December 19, 2025