

RICHMOND WORKFORCE DEVELOPMENT BOARD

Xavier Abrams, Chairperson

Thursday, January 15, 2026

11:30 a.m. – 1:00 p.m.

AGENDA

- I. Procedural Items
 - a. Call to Order and Roll Call
 - b. Review and Approval of Minutes: 11/6/25
- II. Director's Report
- III. Action Items
 - a. Policy Updates
 - i. Subrecipient Audits and Audit Resolution
 - ii. Oversight and Monitoring – Standards for Substate Entities
 - iii. Debt Collection
- IV. Informational Items
 - a. Fiscal Report
 - b. Program Performance and Outcomes
 - i. RichmondWORKS (Adult, Dislocated Worker, Rapid Response)
 - c. YouthWORKS (WIOA Youth, Richmond Reimagine (WEX))
 - d. RichmondBUILD
 - e. YouthBUILD
- V. Public Forum
- VI. Announcements
- VII. Closing Remarks & Adjourn

Next RWDB Meeting
Thursday, , 2026
11:30 a.m. to 1:00 pm
In-Person
330 25th Street, Richmond, CA 94804

COMMUNICATION ACCESS INFORMATION: This meeting is being held in a wheelchair-accessible location. To request disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact Nickie Mastay at (510) 620-6609 at least three business days before the meeting date.

RichmondWORKS is an equal opportunity employer/program. All qualified applicants will receive consideration for our programs, without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.



Richmond Workforce Development Board Meeting Minutes – November 6, 2025

On November 6, 2025, the Richmond Workforce Development Board (RWDB) convened at 11:52 a.m., with board member Evan Decker presiding, to discuss workforce development initiatives and updates.

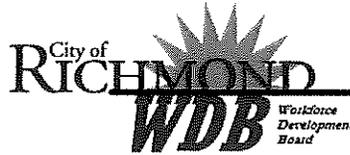
The meeting included a roll call of members and a vote to approve the minutes from the previous meeting on May 8, 2025. Richard Johnson made the motion, and Gina Baker seconded it; the motion passed.

Director's Report

- Tamara Walker introduced new board member Raully Butler, Executive Director of the Council of Business and Industries, West Contra Costa.
- A repeat overview of the federal budget for 2026 was shared, which includes significant cuts to workforce funding. The proposal includes a 29% reduction in federal workforce investments by consolidating grants into the "Make America Skilled Again" (MASA) initiative. The report also noted that current WIOA funding levels will remain in effect until September 20, 2025, while Congress develops its budget over the summer. We do not know when the WIOA authorization will be issued.
- Finance has assigned a new accountant to help Employment and Training.
- Met with the Lt. Governor, Kounalakis at a joint Health Care Training Fair. Hosted by UC Berkeley Extension program and SEIU United Healthcare Workers (SEIU UHW). The two organizations are offering free health care training.

Action Items

- a. Approve the development of a Business Engagement Action Plan for PY 2025-2026, including the formation of sector partnerships, quarterly employer listening sessions, and integration of work-based learning models. Motion by Della Randolph and seconded by Richard Johnson. Motion passed.
- b. Approval of Ongoing Authority to Process Training Funds (ITAs) and Execute On-the-Job Training (OJT) Contracts. After speaking with the city attorney, the city attorney approved. We will take this to the City Council for approval for us to conduct our own ITAs and OJTs. Motion by Gina Baker and seconded by Richard Johnson
- c. Approval of Richmond Workforce Development Board Participation in *East Bay Works Forward* Regional Nonprofit Workforce Intermediary. The Irvine Foundation approached the Contra Costa Workforce Board to develop a Non-Profit. The Contra Costa Workforce Board received \$300K from the Irvine Foundation to develop this nonprofit for all Workforce Boards in the area. A contract manager will be hired to explore the formation of a nonprofit. We received an additional \$100K for a project and are exploring a Summer Job Program. A motion was made by Richard Johnson, seconded by Gina Baker. Motion passed.



Richmond Workforce Development Board Meeting Minutes – November 6, 2025

- d. Incumbent Worker Training (IWT) Policy. Establishes eligibility criteria for employers and workers, sets cost-sharing requirements, documents standards, and aligns incumbent worker training with layoff aversion and business strategies. Motion made by Giovanni Flores and seconded by Raully Butler. Motion passed
- e. WIOA Staff Time Distribution and Reporting Policy. A policy to formalize an ongoing process. Motion made by Richard Johnson and seconded by Gina Baker.
- f. WIOA Training Duration and Completion Policy. We receive this funding annually, and we have two years to spend it. Tamara proposes that clients remain in the system for only two years to align with the funding period. One year for intensive services and one for follow-up. Motion made by Richard Johnson and seconded by Gina Baker. Motion passed.
- g. 2026 Board Meeting Calendar. Motion was made by Gina Baker, and Richard Johnson seconded. Motion passed.

Information Items

- a. Board Membership and Bylaw Committees Discussion
 - Attachment on Board roles and expanding business engagement
- b. Make America Skilled Again (MASA)
 - Attachment of an overview of MASA
- c. America's Talent Strategy: Equipping American Workers for the Golden Age
- d. Workforce Pell Grant
 - Clients with Pell Grants can come to us and receive training using this grant.
- e. AI Action Plan
 - Executive order for AI included

Conclusion

The meeting concluded without any announcements and adjourned at 1:00 p.m.

RICHMOND WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM

To: Richmond Workforce Development Board (RWDB)

From: Richmond Workforce Development Board Staff

Date: Jan 9, 2026

Action Item: Approval of Subrecipient Audits and Audit Resolution Policy

RECOMMENDATION

Staff recommend the RWDB approve the Subrecipient Audits and Audit Resolution policy. Approval of this update brings the RWDB into compliance with Employment Development Department (EDD) recommendations and requirements.

BACKGROUND

Federal guidance from the Office of Management and Budget (OMB), the Department of Labor, and the EDD requires the RWDB to ensure good and transparent use of federal funds. These guidelines and the effective requirements of the RWDB are regularly updated through legislative and administrative action. The EDD has updated their requirements of audit and audit resolution policies that the RWDB must adopt in order to maintain compliance and transparency.

CURRENT SITUATION

The RWDB's current policy does not reflect some updates required by Workforce Services Directive (WSD) 22-06.

FISCAL IMPACT

There is no impact to the City of Richmond's general fund.



OPERATIONS BULLETIN
WORKFORCE INNOVATION AND
OPPORTUNITY ACT

Policy Number ETP17-1007
Approval DATE: 10/2007; 8/2015
Revised DATE: 11/17/2025
RWDB Audit Resolution Policy

Pg. 1 Of 5

SUBRECIPIENT AUDITS AND AUDIT RESOLUTION

SUMMARY

Pursuant to Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Final Rule Title 2 of the Code of Federal Regulations; 2 CFR 200, WSD20-03 Audit Requirements, WSD22-06 Audit Resolution; WIAD01-5 Debt Collection, this policy sets forth standards for obtaining consistency and uniformity of audits and audit resolution requirements for subrecipients of the Richmond Workforce Development Board's (RWDB) that receive federal grants from any source totaling \$750,000 or more in one fiscal year.

POLICY

The RWDB requires that all service providers meet the audit requirements of the Single Audit Act, Office of Management and Budget (OMB) Circular A-133, and/or other directives, whichever are applicable to their agency. The selected service providers will be required to have either a single audit or a program-specific audit in accordance with the following City of Richmond LWDA's policies.

- State, local government, and non-profit entities expending \$500,000 or more in any fiscal year in Federal awards, shall obtain an audit in accordance with Section 184 of WIOA, Title 20 CFR Federal Register Section 667.200, Title 29 CFR Federal Register Part 95 or 97, and Title 31 USC Chapter 75 (attached).
- State and local government, and non-profit entities that expend less than \$500,000 a year in Federal awards and are not required by other funding sources to have an audit, may be included in the City of Richmond LWDA's audit, if required. However, the City of Richmond requires all contractors receiving \$25,000 or more in the fiscal year of WIOA funds to prepare and submit single audit to the City of Richmond.
- For-profit entities expending \$500,000 or more in a year in Federal funds shall have an audit.
- Non-federal entities that expend Federal awards under more than one federal program must have a single audit.
- Audits will be conducted within nine (9) months after the close of the audit period. The service providers will submit their audit reports to the City of Richmond within thirty (30) days of issuance by their auditors.

PROCEDURES

In accordance with Directive WSD 22-06, audit resolution consists of a three-part process that includes Initial Determination, Informal Resolution period, and Final Determination. Receipt of the Initial and Final Determinations by the auditee must be documented by the awarding agency.

- The RWDB staff shall establish an audit resolution file to document the disposition of reported questioned costs and corrective actions taken for all findings.
- RWDB review staff will complete an Audit Control Log that contains the date of the audit, the period covered, the date that the audit was received, the auditor, the questioned costs (number of findings and amounts), the administrative findings (number of findings), the date or dates of the Initial and Final Determinations and documentation of decisions regarding the disallowed costs and administrative findings, and appeals. This log should include the review of all single audits including those that are compliant.
- For the Initial Determination to the subrecipient, based on the audit review, RWDB staff will produce the Initial Determination letter, which will include:
 - A list of all the costs questioned.
 - Whether the costs are allowed or disallowed, including the reasons with appropriate citations for such actions.
 - Acceptance or rejection of any corrective action taken to date, including corrective action on non-monetary administrative findings.
 - Possible sanctions.
 - The opportunity for informal resolution of no more than 60 days from the date of Initial Determination.
- During informal resolution, their subrecipient may provide documentation to support allowability of costs and proposed corrective action of administrative findings. Informal resolution discussions may be held by telephone, video conference or in person, if practicable. When a meeting is held, provide a sign-in sheet. The sign-in sheet must be retained as part of the audit file. The meeting must be documented either with a voice recording or written notes. Negotiations of repayments can be initiated at this time.
- Upon issuance of a written Final Determination to their subrecipient and include the following:
 - Reference to the Initial Determination
 - Summation of the informal resolution meeting, if held
 - Decisions regarding the disallowed costs, listing each disallowed cost and noting the reasons for each disallowance
 - Question the costs that have been allowed by the awarding agency and the basis for the allowance
 - Demand for repayment of the disallowed costs
 - Description of the debt collection process and other sanctions that may be imposed if payment is not received. See the debt collection process in Debt Collection (WSD22-07)
 - Rights to a Hearing
 - The status of each administrative finding
 - Identified areas of disagreement between the parties

- RWDB review staff will advise the subrecipient that the determination is based on information that is currently available. If new information becomes available, the Final Determination may be reopened at the awarding agencies option.

Hearing Procedures

The Hearing allows both parties the right to present either written or oral testimony, call and question witnesses in support of their position, present oral and written arguments, examine records and documents relevant to the issues, and be represented. The hearing shall be documented either with a voice recording, written notes, or by court reporter.

- The subrecipient has 30 calendar days after the Final Determination is issued to submit a written request for a hearing.
- Written notice of the date and site of the hearing must be provided to the subrecipient at least 10 calendar days before the hearing. The 10-day notice may be shortened with written consent of both parties. Their subrecipient may withdraw the hearing request; the withdrawal request must be submitted in writing.
- The hearing is recorded mechanically or by a court reporter.
- The subrecipient is informed of the right to withdraw a hearing request if it is in writing.
- The hearing officer must issue a decision within 60 days of the request filing date.
- The awarding agency subrecipient shall ensure correction of any unresolved administrative findings and will determine the status of the unresolved administrative findings through its monitoring process and determine that appropriate corrective action has been taken. A copy of the monitoring report substantiating the implementation of the appropriate corrective action must be filed with the audit report.
- In accordance with Directive WSD 22-06, the awarding agency reserves the right to overturn a hearing officer's decision when it determines that noncompliance with the applicable act or its regulations still exists.
- The subrecipient is informed of the right to file an appeal 10 days from receipt of the local hearing officer's adverse decision to the State Review Panel.
- The subrecipient has 15 days from the date on which the hearing should have been held to file an appeal with the State Review Panel if a local hearing is not held or the decision is not rendered timely.
- If the subrecipient appeals the decision of the awarding agency subrecipient's hearing officer to the state, the sub-grantee will send the Compliance Review Officer (CRO) the complete audit for review by the State Review Panel. Within 30 days of receipt by the CRO of their subrecipients written appeal, the State Review Panel will be convened to review all evidence and issue a decision based on the evidence without consideration of any imposed sanctions.
- There is no administrative appeal beyond the State Review Panel.

In findings relating to a monetary obligation between the LWDA and its subrecipient, a payment schedule will be established for resolving this debt. In accordance with Directive, the settlement of all debts resulting

from fraud, malfeasance, misapplication of funds or other serious violations or illegal acts must be cash from non-federal sources.

In addition, subrecipients will be notified of the process for establishment of the debt, their appeal rights, the date that the debt will be considered delinquent, the sanctions if debt is not repaid and the interest rate charged if any. Where resolution is not achieved in a timely fashion, sanctions will be considered as appropriate.

The audit resolution process must be completed within six (6) months after receipt of the subrecipient's audit report.

The audit file must be assembled for reference in the event of future action. Electronic files must be saved in a logical order (generally chronological) and contain all supporting documentation. Physical files must be tabulated with the most current documentation first. All audit files should include the following:

- Final Determination and proof of receipt by their subrecipient.
- Additional documentation submitted as part of the informal resolution process:
 - Notes related to the informal resolution.
 - Sign-in sheets from any informal resolution meetings.
- Initial Determination and proof of receipt by their subrecipient.
- Response to the final audit report.
- Final audit report.

Record Retention and Access

The RWDB and its subrecipients will retain all records of each WIOA allocation for a period of **three years** from the date of their last expenditure report submitted to the EDD Central Office Workforce Services Division. If any litigation, claim, or audit is started before the expiration of the three-year period, ALL records must be retained until all findings have been resolved and final action taken (Uniform Guidance Section 200.333).

Financial records, supporting documents, statistical records, and all other non-federal entity records related to a federal award must be retained for a period of three years from the date of submission of the final expenditure report, or for the federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the federal awarding agency or pass-through entity. Federal awarding agencies and pass-through entities cannot impose any other record retention requirement upon non-federal entities. The only exceptions are as follows:

- If any litigation, claim, or audit is started before the expiration of the 3-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.
- When the non-federal entity is notified in writing by the federal awarding agency, cognizant agency for audit, oversight agency for audit, cognizant agency for indirect costs, or pass-through entity to extend the retention period.
- Records for real property and equipment acquired with federal funds must be retained for three years after final disposition.
- When records are transferred to or maintained by the federal awarding agency or passthrough entity, the 3-year retention requirement is not applicable to the non-federal entity.
- Records for program income transactions after the period of performance.
- Indirect cost rate proposals and cost allocations plans. (Uniform Guidance Sections 200.331 and 200.333)

This policy (revised 11/2025) is effective as of its approval date and is subject to change, as required by Federal and State regulations.

REFERENCES:

- Workforce Innovation and Opportunity Act, 2 CFR Part 200, Subpart F – Audit Requirements, 2 CFR 2900, Subpart F – Audit Requirements, and Title 29 CFR Section 97.26 – Non-federal audit, 20 CFR Section 683.210;
- State Administrative Manual Sections 20030 and 20070
- Title 29 CFR Section 95.26; Title 29 CFR Section 96.53
- EDD WSD 20-03, Directive: Audit Requirements
- EDD WSD 22-06, Directive: Audit Resolution

APPROVAL

Workforce Development Board (WDB) Approval Required? Yes, No

Initial approval date: August 2015

RWDB revision approval date: _____

INQUIRIES: Any questions regarding this policy may be directed to the RWDB WIOA Project Coordinator at 510-307-8024.

RICHMOND WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM

To: Richmond Workforce Development Board (RWDB)

From: Richmond Workforce Development Board Staff

Date: Jan 9, 2026

Action Item: Approval of Oversight and Monitoring – Standards for Substate Entities

Policy

RECOMMENDATION

Staff recommend the RWDB approve the Oversight and Monitoring – Standards for Substate Entities policy. Approval of this update brings the RWDB into compliance with Employment Development Department (EDD) recommendations and requirements.

BACKGROUND

Federal guidance from the Office of Management and Budget (OMB), the Department of Labor, and the EDD requires the RWDB to ensure good and transparent use of federal funds. These guidelines and the effective requirements of the RWDB are regularly updated through legislative and administrative action. The EDD has updated their requirements of oversight and monitoring policies that the RWDB must adopt in order to maintain compliance and transparency.

CURRENT SITUATION

The RWDB's current policy does not reflect some updates required by Workforce Services Directive (WSD) 24-11.

FISCAL IMPACT

There is no impact to the City of Richmond's general fund.



**OPERATIONS BULLETIN
WORKFORCE INNOVATIONS
AND OPPORTUNITY ACT**

Policy Number ETP06-110116
DATE: Nov. 2016; WIOA Jan 2017
Update: March 2020, January 2025
WIOA Oversight & Monitoring Policy

Pg. 1 Of 8

OVERSIGHT AND MONITORING - STANDARDS FOR SUBSTATE ENTITIES

Summary

The Richmond Workforce Development Board (RWDB) Oversight and Monitoring Policy ensures monitoring activities have been standardized to accomplish the following: ensure resources are efficiently and effectively used for authorized purposes and are protected from waste, fraud, and abuse; ensure reliable and timely information is captured and reported to serve as the basis for improved decision-making and required reporting.

This policy provides guidance and establishes the procedures regarding monitoring responsibilities and the development of substate oversight and monitoring plans for Workforce Innovation and Opportunity Act (WIOA) including the WIOA 15 Percent Governor's Discretionary funded projects operated by the RWDB. This policy applies to all subrecipients who receive federal funding.

BACKGROUND

The WIOA Law Sections 107 (d)(8), 184 – 185, and the Office of Management and Budget's Uniform Guidance 2 CFR Section 200.332 Workforce Innovation & Opportunity Act Section 117(d)(4) requires that the Local Workforce Development Board, in partnership with the Chief Local Elected Official (CLEO), must conduct oversight of the WIOA programs and the America's Job Center of CaliforniaSM (AJCC) system in the Local Area to ensure the appropriate use and management of funds for workforce development activities and to maximize the performance outcomes.

This policy confirms that the RWDB will monitor the activities of its subrecipients as necessary to ensure that the subaward is used for authorized purposes. The RWDB will affirm annually that its subrecipients comply with all applicable federal statutes, regulations, and the terms and conditions of the subaward, as well as ensure that the subaward performance goals are achieved. The monitoring process will include regular reviews of both performance and financial reports, followed by timely follow-up to address any deficiencies related to the federal award. Deficiencies may be identified through audits, on-site reviews, and written confirmation from the subrecipient. Additionally, there will be a clear focus on the actions planned or taken by subrecipients to address findings from the Single Audit, especially when those findings pertain to the subawards.

Subrecipients must ensure that the procurement, receipt, and payment for goods and services received comply with federal and state laws, regulations, and subrecipient polices, and the provisions of contractors' contracts and agreements (Uniform Guidance Section 200.501[g]). Refer to the following Directives:

- Procurement of Equipment and Related Services (WSD17-08) for procurement of goods and services with WIOA funds.
- Nondiscrimination and Equal Opportunity Procedures (WSD17-01) for nondiscrimination and equal opportunity in contracts, job training plans, and policies and procedures.

The Governor may issue additional requirements and instructions to subrecipients regarding monitoring activities (20 CFR Section 683.410[6]).

POLICY

It is the policy of RWDB that each service provider contract will be monitored on-site at least once during the program year for fiscal integrity and programmatic compliance. Under the following conditions, the oversight and monitoring must include the following:

- A. Monitoring shall assure fiscal integrity. Such monitoring shall verify that WIOA Title I funds are being utilized for allowable activities, that appropriate cost allocations are being utilized, and that proper fiscal records are being maintained.
- B. Monitoring shall assure that the procurement, receipt, and payment for goods and services received from service providers comply with laws, regulations, and the provisions of WIOA contracts and agreements.
- C. Programs shall be monitored to assure that the training environment is safe and healthful for participants and staff.
- D. Programs shall be monitored to assure that an effective system is in place to handle nondiscrimination and equal employment opportunity issues.
- E. Monitoring shall follow a standardized review methodology that will result in written reports.
- F. Written reports will record the outcomes of each monitoring visit, including areas of concern and any findings which require corrective actions, and the due dates for accomplishment of the corrective actions.
 - 1. Concerns are issues, policies or practices observed during the review that are negatively impacting the contractor's ability to effectively manage the grant or provide services to participants. These areas of concern may be considered "red flags" or "risk areas" that, if not corrected, could lead to an area of non-compliance in future monitoring reviews. Each area of concern will have a corresponding suggestion for improving the issue/practice. The contractor is requested but not required to address these concerns.
 - 2. Findings are identified issues, policies, or practices that are non-compliant with program standards, other Federal regulations and policy, or the terms of the grant agreement. Findings are required to be responded to with a corrective action plan by the due date.[d13]
- G. Written reports and other documentation pertaining to monitoring and other oversight activities must be made available for review by Federal and State officials.
- H. Reports and other records of monitoring activities must be retained for three years from the date of submission of the final expenditure reports regarding the funding sources monitored. If any litigation, claim, audit or other action involving the records has been started before the expiration of the three-year period, the records must be retained until completion and resolution of all such actions or until the end of the three-year period, whichever is later.

Subrecipient and Contractor Determinations

A non-federal entity may concurrently receive federal awards as a recipient, a subrecipient, and a contractor, depending on the substance of its agreements with federal awarding agencies and pass-through entities. Therefore, it is crucial that a pass-through entity makes case-by-case determinations to establish whether

each agreement it makes for disbursing federal program funds designates the party receiving the funds in the role of a subrecipient or a contractor. The federal awarding agency may supply and require recipients to comply with additional guidance to support these determinations, provided such guidance does not conflict with Uniform Guidance Section 200.331.

Subrecipient Characteristics

Characteristics that support classifying a non-federal entity as a subrecipient include the following criteria:

- Determining who is eligible to receive federal assistance
- Having performance measured by whether the objectives of federal program are met
- Holding responsibility for programmatic decision-making
- Responsible for adhering to applicable federal program requirements
- Using federal funds to carry out a program for a public purpose
- Being funded by a subaward

Contractor Characteristics

Characteristics that support classifying a non-federal entity as a contractor include the following criteria:

- Providing goods and services within normal business operations
- Offering similar goods or services to many different purchasers
- Provides goods or services that are supplementary to the operation of the federal program
- Not subject to compliance with requirements of the federal program
- Provides goods and services for the grant recipient's own use, creating a procurement relationship
- Funded by a procurement contract

For additional information on subrecipient and contractor determinations, refer to Subrecipient and Contractor Distinctions (WSD18-06).

PROCEDURE

Standards for RWDB Local Area Oversight

The WDB, in partnership with the CLEO, shall oversee activities funded under WIOA Title I, conducted under the Local Plan established pursuant to WIOA Section 108. In addition, the Richmond Workforce Development Board staff, in partnership with the CLEO, shall oversee activities of the One-Stop delivery system established pursuant to WIOA Section 121. The monitoring and oversight must be consistent with the requirements stated in WIOA and its associated regulations, as well as other relevant regulations and Title 2 CFR Part 200. The WDB and CLEO have delegated oversight to the administrative entity. The oversight and monitoring must include the following:

1. On-site fiscal and programmatic monitoring of all sub-recipients must occur annually and at least once each program year as required by Uniform Guidance Section 200.332.

2. Where WIOA administrative entities are parties to contracts that service multiple Local Area jurisdictions, the affected areas must coordinate and jointly establish procedures for monitoring multiple Local Area contracts.
3. Maintain a complete monitoring log of all monitored entities (the log must contain the date review was conducted, type of review, period reviewed, monitor, date of draft and/or final report, findings, corrective action, location of working papers, and dates and number of attempts to sub-recipient for not responding to draft and/or final report).
4. The assurance that the procurement, receipt, and payment for goods and services received complies with federal and state laws, regulations, and sub-recipient policies, and the provisions of contractors' contracts and agreements. (Uniform Guidance Section 200.501[g])

In cases of extraordinary circumstances, such as natural disasters or public health emergencies, Local Boards may implement alternative monitoring methods, such as virtual reviews or extended timelines. These alternative approaches must be documented and justified in writing, aligning with risk-based monitoring principles outlined in Uniform Guidance Section 200.332(b). Local Boards are encouraged to prioritize higher risk subrecipients for more frequent or detailed reviews.

Uniform Guidance Section 200.332 (b) requires pass-through entities to evaluate each subrecipient's risk of noncompliance with federal statutes, regulations, and the terms and conditions of the subaward for the purpose of determining the appropriate level of subrecipient monitoring. This evaluation must consider the following factors:

- a. The subrecipient's prior experience with the same or similar subawards
- b. The results of previous audits, including Single Audit findings and whether similar subawards were audited as major programs
- c. Whether the subrecipient has new personnel or new or substantially changed systems
- d. The extent and results of any federal agency monitoring, particularly if the subrecipient also receives direct federal awards

Since Local Boards are required to conduct an annual monitoring review of subrecipients, the risk assessment can help identify any additional topics to include in the review or highlight areas that need additional focus. Local Boards may also use tools such as training and technical assistance, virtual or desk reviews, site visits, or agreed-upon procedures engagements to ensure proper oversight (Uniform Guidance Section 200.332[f]).

Documentation of Risk Assessment

The evaluation of each subrecipient's risk of noncompliance should be fully documented and readily available upon request. The risk factors outlined in Uniform Guidance Section 200.332 may include, but are not limited to, consideration of such factors as follows:

- Changes in the subrecipient's personnel or business operations
- Prior experience or *lack of*, with the same or similar subawards
- Results from audits such as Single Audit reports
- History of disallowed costs or concerns with current spending
- Previous monitoring findings
- Allocation amounts
- If applicable, results of monitoring conducted by the federal awarding agency

Monitoring Log Requirements

A complete monitoring log must be maintained for all monitored entities. The log must contain the following details:

- Date of Review – The specific date review was conducted.
- Type of Review – The type of review being performed (e.g., fiscal, programmatic).
- Period Reviewed – The period covered by the review.
- Monitor – The name of the person or team conducting the review.
- Report Information – Include the following details in the monitoring log:
 - Draft/Final Report Date – The date when the draft/final report was issued.
 - Findings – Any issues or discrepancies identified during the review.
 - Corrective Actions – The actions required to address the findings.
 - Initial Determination – The preliminary conclusions based on the review.
 - Final Determinations – The final conclusions of the report to include corrective actions needed to resolve deficiencies.
 - Recovery of Disallowed Costs – Any amounts that must be recovered due to the disallowed costs identified during the review.
 - Documentation – The location of working papers, and dates and number of attempts made to contact subrecipient for responses to draft and/or final report.

Monitoring Process

The monitoring process is intended to promote greater understanding by all parties involved in the procedures used in conducting monitoring reviews, promote clarity of communication and efficiency in completing reviews.

The RWDB, in partnership with the City of Richmond’s Chief Elected Official (CEO), has developed comprehensive substate oversight and monitoring plans and procedures for WIOA grant subrecipients and the RichmondWORKS AJCC system. The substate oversight and monitoring plans and procedures will adhere to the RWDB’s policies, which are based on the Governor’s standards for Local Board oversight. The RWDB has assigned the task of developing these substate oversight and monitoring plans to its WIOA administrative entity.

Procedures for Oversight and Annual On-Site Fiscal and Programmatic Monitoring

The RWDB substate oversight and monitoring plan will include specific procedures for conducting oversight and annual on-site review of all subrecipients. The procedures will cover both fiscal and programmatic aspects of the subrecipients’ operations. The procedures will incorporate RWDB’s existing policies and align with the requirements outlined in WIOA Section 107(d)(8) and EDD WSD24-11.

A schedule of monitoring visits will be provided to service providers. This schedule will ensure that each service provider is monitored twice during each program year. At least one of the on-site monitoring reviews will be a fiscal review.

Service providers will be notified prior to their scheduled monitoring review as soon as practicable and will be provided with the monitoring guide so they may be fully informed as to the scope and depth of the review. Notification of monitoring reviews will include identification of what subject areas are to be reviewed, whether participant or employer interviews will be required, and what kinds of files and sample documentation will be needed. Notification will also include the anticipated duration of the review and the length of any visits.

The assigned monitor will participate in an entrance conference with the Service Provider Director or their designee. During monitoring reviews, the monitor will notify a designated service provider contact person if he or she sees an issue that could be cited in a report. The service provider will have the opportunity to perform corrections on-site during the review. If such corrections are acceptable to the monitor, the issue may appear in the report with the notation that corrective action has been taken and that further corrective action is not necessary.

At the completion of the fieldwork, the monitor will hold an exit conference with the Service Provider Director or their designee. During the exit conference, the monitor will disclose all findings that they intend to reference in the report. If, after the exit conference, the monitor adds additional findings or substantially revises any finding, the Service Provider Director will be notified before the publication of the report. If the additional findings or revisions are significant in the judgement of the Service Provider Director, they can request a second exit conference to discuss the new items.

The monitor is responsible for issuing a report to the service provider within 30 days after the exit conference and will request a response within 15 working days of the date of the report. The monitoring report will clearly differentiate the following two areas:

- a. Recommendations or suggestions which are based on the monitor's experience in reviewing the subject area; and,
- b. corrective actions that monitors determine to be required by WIOA and its regulations and policies.

The service provider response to monitoring reports may include:

- a. A statement agreeing or disagreeing with the monitor's factual statements which led to the findings;
- b. The proposed corrective action(s) to resolve the cited findings, including the identification of the major tasks involved and the appropriate timelines for their implementation; and,
- c. The service provider's interpretation of any issue and any additional information that may help to resolve the findings

Richmond WDB staff will work with the service provider to secure acceptable corrective action for each finding. Staff will develop procedures to be used in assisting service providers to resolve findings. Within 15 working days of the date of the monitoring report, the service provider must submit to the monitor a Corrective Action Plan (CAP) describing all major tasks or activities that are planned to correct problems. The CAP must include appropriate schedules for implementation of the corrective action. WDB staff will meet with service providers, as needed, to ensure resolution of the findings. The monitor will ensure that the CAP adequately resolves the findings.

If no CAP has been received after an additional 10 working days have elapsed, the monitor will notify WDB staff in writing of these circumstances and will request immediate action. If appropriate action is not taken within the next 10 working days, the monitor will notify the CLEO that an approved CAP has not been submitted. Except as agreed to by the monitor in advance, the service provider is required to close any finding within 60 working days following receipt of the report. The monitor will provide written notice regarding closed findings or completed corrective action.

The Service Provider Director may initiate a request for the WDB staff to negotiate a resolution of any finding involving questioned or disallowed costs. Informal resolution will involve accepted audit resolution procedures.

WIOA 15 Percent Governor's Discretionary Funded Projects Subrecipient Monitoring Requirements

The WIOA 15 Percent Governor's Discretionary Funds are released through a competitive grant process to EDD subrecipients to support statewide initiatives. In this section the EDD subrecipient, Richmond Workforce Develop Board (RWDB) Local Area is referred to as the project operator. Project operators such as the RWDB are responsible for ensuring that their subrecipients meet performance goals and properly manage funds. For further details on these funds refer to WIOA 15 Percent Governor's Discretionary Funds (WSD23-04).

The EDD may award other federal funds to subrecipients that must comply with the Uniform Guidance and the applicable monitoring requirements, including those outlined in this Directive and WIOA Section 184. In those instances, the same approach must be followed as outlined in the WIOA 15 Percent Governor's Discretionary Funded Projects Subrecipient Monitoring Requirements section of this Directive.

Determining Relationships with Funded Partners

Project operators must determine whether their funded partners and entities are a contractor, or a subrecipient, as outlined in Subrecipient and Contractor Distinctions (WSD18-06) and in compliance with Uniform Guidance Section 200.331. While an entity may concurrently serve as a contractor and a subrecipient under different agreements, it cannot hold both roles under the same federal award agreement. These roles are distinct and determined based on the substance of the relationship, rather than the form of the agreement.

If a project operator's subrecipient carries out a portion of the federal award, the subrecipient is responsible for meeting both programmatic and fiscal compliance requirements. Contractors, in contrast, provide goods or services for the pass-through entity's use and are subject to procurement requirements rather than federal program compliance. The project operator is responsible for correctly classifying these roles and monitoring all subrecipients to ensure compliance and performance.

Compliance as a Pass-Through Entity

When acting as a pass-through entity, the project operator must ensure subrecipient's compliance with all elements of Uniform Guidance Section 200.332. This includes assessing each subrecipient's risk of non-compliance with federal and state laws and regulations to determine the appropriate level of monitoring needed.

Required Policies and Procedures

The project operator must establish a written policy that includes the processes and procedures outlined in WSD24-11 in accordance with Uniform Guidance.

Documentation and Audit Preparedness

The project operator must have sufficient documentation on file to support the oversight of each subrecipient. This documentation should be organized and readily available for submission during an audit or monitoring review.

DOL Core Monitoring Guide

Project operators should review the DOL Core Monitoring Guide (PDF), which offers a wealth of resources to support effective monitoring. Below is a sample of key insights included in the guide:

- The fundamental objectives and purpose of monitoring
- Effective preparation strategies for on-site monitoring
- Risk assessments methods to identify potential areas of concern
- A range of monitoring activities and practical tools to ensure compliance
- Key focus areas for conducting effective oversight including financial management, service delivery and performance outcomes and monitoring of subrecipients
- Document collection, evidence-based reporting, and resolution procedures

This policy is effective on the date of approval.

REFERENCES

- WIOA (Public Law 113-128) Sections 107, 108, 121, 129, 184 and 188.
- Title 2 Code of Federal Regulations (CFR) Part 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) Sections 200.1, 200.22, 200.86, 200.303, 200.331, 200.332, 200.333, 200.501 and 200.521
- Title 2 CFR Part 2900: Uniform Administrative Requirements, Cost Principles, and Audit. Title 20 CFR Part 600: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Sections 678.400, 679.430, 683.285, and 683.410
- Training and Employment Guidance Letter (TEGL) 39–11, Guidance on the Handling and Protection of Personally Identifiable Information (PII) (June 28, 2012)
- WSD17-01, Nondiscrimination and Equal Opportunity Procedures (August 1, 2017)
- WSD17-05, Oversight and Monitoring of Nondiscrimination and EO Procedures (August 29, 2017)
- WSD17-08, Procurement of Equipment and Related Services (March 14, 2018)
- WSD18-06, Subrecipient and Contractor Distinctions (September 5, 2018)
- Workforce Services Information Notice WSIN20-27, CA ETPL Subsequent Eligibility Review 2020 (November 20, 2020)
- WSD21-03, ETPL Policy and Procedures (November 10, 2021)
- WSD23-04, WIOA 15 Percent Governors Discretionary Funds (January 25, 2024)
- California Department of General Services (DGS) State Contracting Manual (SCM), Volume 1 (August 2024)
- WSD24-11, Oversight and Monitoring Standards for Substate Entities (January 24, 2025)

APPROVAL

Workforce Development Board (WDB) Approval Required? Yes, No

Initial approval date: January 2017

RWDB revision approval date: _____

INQUIRIES

Any questions regarding this policy memorandum may be directed to the RWDB Director or the WIOA Project Coordinator at 510-307-8014.

RICHMOND WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM

To: Richmond Workforce Development Board (RWDB)

From: Richmond Workforce Development Board Staff

Date: Jan 9, 2026

Action Item: Approval of Debt Collection Policy

RECOMMENDATION

Staff recommend the RWDB approve the Debt Collection policy. Approval of this update brings the RWDB into compliance with Employment Development Department (EDD) recommendations and requirements.

BACKGROUND

Federal guidance from the Office of Management and Budget (OMB), the Department of Labor, and the EDD requires the RWDB to ensure good and transparent use of federal funds. These guidelines and the effective requirements of the RWDB are regularly updated through legislative and administrative action. The EDD has updated their requirements of debt collection policies that the RWDB must adopt in order to maintain compliance and transparency.

CURRENT SITUATION

The RWDB's current policy does not reflect some updates required by Workforce Services Directive (WSD) 22-07.

FISCAL IMPACT

There is no impact to the City of Richmond's general fund.



**OPERATIONS BULLETIN
WORKFORCE INNOVATION
AND OPPORTUNITY ACT**

Policy Number ETP16-1007
RWDB Approval: 10-07-2008
REVISED DRAFT: 02-06-24; 11-24-25
RWDB Debt Collection Policy
Pg. 1 of 6

DEBT COLLECTION

SUMMARY

The Workforce Innovation and Opportunity Act (WIOA) mandates that states and their Local Areas implement fiscal controls. Among the required controls specified in Title 20 CFR Section 683.420(a)(1)(i) is a process for collecting debts. At the state level, the Employment Development Department's (EDD) Compliance Review Office (CRO) oversees audit resolution and debt collection for WIOA subrecipients. The Richmond Workforce Development Board (RWDB) and City of Richmond Finance Department staff are responsible for subrecipient audit resolution and debt collection in compliance with state procedures.

The RWDB has established a Debt Collection policy and procedures to provide guidance and direction to the RWDB staff and service providers regarding the collection of WIOA funds owed to the RWDB by its subrecipients and contractors. This policy ensures compliance with federal and state regulations, protects public funds, and maintains fair and transparent debt collection practices. All programs administered through the RWDB are affected by this policy.

POLICY

The Workforce Development Board of the City of Richmond is responsible for oversight of their subrecipient audit resolution and debt collection action. It is the policy of the RWDB that the guidelines and procedures in this policy will govern the collection of debts.

PROCEDURES

A. Liability of Subrecipients

This policy will apply when liability for any disallowed costs is determined to be at the sub-recipient level for any reason including a determination that is a result of an audit, a monitoring finding, an investigation or other means.

B. Written Notification

A written notification to the sub-recipient establishing a proposed debt will be issued by RWDB. The notice will include:

1. Possible sanction if the debt is not repaid;
2. Notification of appeal rights under the RWDB grievance procedures;
3. Options are available, if any, for the method of repayment. If a method of payment other than cash has previously been negotiated, terms will so indicate.

C. Establishment of a Debt

After the time allowed for appeals has lapsed or after a decision that established a debt is rendered following an appeal, a written notification (sent by certified mail) will be issued to the sub-recipient

establishing a final debt. The notice will include:

1. An invoice issued by RWDB
2. Notification of the date the debt will be considered delinquent
3. Whether or not interest will be charged on the debt and at what rate
4. Possible sanctions if the debt is not paid
5. Notification of appeal rights under the RWDB and Complaint Resolution Procedures
6. A statement that the final decision of RWDB is subject to review by the State and by DOL

D. Delinquent Notices

A 30-day and 60-day notice will be sent to the sub-recipient if payment has not been received or a satisfactory alternative repayment plan has not been negotiated.

E. Methods of Collection

If the debt is still outstanding after 90 days, a determination will be made by RWDB and the City of Richmond Finance Department to use another method of collection. In making this determination, consideration will be given to the following factors:

1. The amount of the debt;
2. Cost of further debt collection;
3. The amount collected to date; and
4. The probable success of pursuing further action to collect the debt.

RWDB staff shall work with the City of Richmond Finance Department to establish an outstanding debt line in the accounts receivable financial tracking system for the debtor/subrecipient.

A permanent record of all debt collection cases will be maintained in the audit resolution tracking log, documenting the disposition of questioned costs and corrective actions taken for all findings. The log will include information regarding collection, restoration, debt collection resolution activities and why actions were taken to support debt collection decisions.

F. Methods of Repayment

While cash is the required method of repayment where there is a disallowed expenditure of funds due to willful disregard of the requirements of the Act, gross negligence or failure to observe accepted standards of administration, RWDB has several options for resolution of debts. Other options include:

1. Cash Settlement:

- a. Repayment of debts after final determination must be paid immediately.
- b. If debts resulted from fraud, malfeasance, or other serious violations or illegal acts, repayment must be in cash from non-federal resources.
- c. Use of cash installment repayment is suggested for instance when debt collection efforts are impeded by an inability to pay the full debt amount in a lump sum. The City Attorney's Office must approve all installment repayment agreements.

2. Installment Payments:

- a. If a subrecipient is unable to make full restitution in 30 days, RWDB staff may negotiate an installment agreement of short duration. The installment agreement may be 3-12 months, up to a maximum of 36 months, based on the subrecipient's ability to pay.
- b. The Employment Development Department's Compliance Review Office must approve all installment repayment agreements.

3. Withholding:

This repayment method will involve withholding amounts owed by the debtor for past services or other considerations already provided to the satisfaction of the debt owed.

4. Offset:

In this case, the grant amount is simply reduced up the amount of the debt owed.

G. Waivers

When RWDB is unable to collect a debt as a whole or in part from a subcontractor, it may request the Grantor Agency (EDD) to waive imposition of sanctions against RWDB and the subcontractor (pursuant to the provisions of CFR, Section 627.706). In making such a request the sub-recipient must demonstrate that it has met the four criteria as stated below:

1. Established and adhered to an appropriate system for the award and monitoring of contracts with subcontractors which contains acceptable standards for ensuring accountability;
2. Entered a written contract with such subcontractor which established clear goals and obligations in unambiguous terms;
3. Acted with due diligence to monitor the implementation of the subcontractor contract, including the carrying out of the appropriate monitoring activities at reasonable intervals; and
4. Take prompt and appropriate corrective action upon becoming aware of any evidence of a violation of the Act or the regulations under the Act by such subcontractors.

Such demonstration shall not be a mere statement of compliance and recitation of the criteria. A sub-recipient must demonstrate how it met the criteria, i.e. document efforts such as debt letters were sent, litigation was conducted or withholding of funds was attempted. RWDB will verify such information before forwarding a request for approval of the proposed action to the City Attorney's Office.

H. Accounts Receivable System and Records Maintenance

1. An accounts receivable system will be maintained by the City of Richmond Finance Department.
2. The City of Richmond Finance Department is responsible for maintaining records which will demonstrate our actions with respect to debt collection, re: Development or other debt resolution actions and which will support the appropriateness of our decisions with respect to such actions.
3. The City of Richmond and RWDB shall maintain a log identifying the status of the case.
4. An accounts receivable control sheet will be maintained on the amount in question.

I. Cash Repayments

Any debt involving fraud or abuse shall be repaid in cash. Funds collected in settlement of these debts will be returned to Employment Development Department Compliance Review Division (EDD CRD). The refund check will identify the title and year to which the mis-expenditure was originally charged.

The mailing address for CRO is:
Employment Development Department
Compliance Review Office
P.O. Box 826880, MIC22
Sacramento, CA 94280-0001

When the debt was not a result of fraud or abuse, the cash repayment of the disallowance is a credit to the title and year to which it was originally charged. If the year of allocation is still open, RWDB may expend the funds for program purposes. Cash payments received after the fund availability period must be remitted to the State EDD CRD immediately upon their receipt.

J. Discharge of Accountability Request

If RWDB staff are satisfied that the sub-recipient has taken all reasonable steps to resolve the issue and cannot collect the debt, RWDB may terminate debt when all means of collection have been exhausted and with approval from EDD and DOL, where required. Where fraud, malfeasance, misapplication of funds or other serious violations or illegal acts exist, the matter will be turned over to City Attorney's Office to determine further action or litigation. The City Attorney shall determine if litigation is in the best interest of the RWDB. Should the City Attorney determine litigation is not in the best interest, a request for waiver will be submitted to EDD CRO for approval.

An approved discharge from accountability does not release any firm, person or corporation from any money which is due and owing to the State.

K. Relief from Liability

To be relieved of liability for a subrecipient's debt, the RWDB staff must submit a written request to the EDD's CRO. Requests must include detailed documentation proving compliance with WIOA Section 184(d) and Title 20 CFR 683.740. Without CRD and DOL approval, the RWDB remains liable for the entire debt. The request and supporting documentation must be submitted to the CRO through email and/or mail as outlined in WSD22-07. The request for relief should include the following examples for documentation:

1. Proof that collection letters were sent (e.g. returned through certified mail receipts).
2. Litigation was conducted.
3. Withholding funds was attempted.

Without the prior approval of both the CRO and the DOL, the City of Richmond WDB will remain responsible for repayment of the entire debt. The request and supporting documentation must be submitted to the CRO through one of the following methods. However, email is the preferred method.

Email: PACBCROIncidentReports@edd.ca.gov

Mail: Employment Development Department
Compliance Review Office
Compliance Resolution Unit
PO Box 826880, MIC 22
Sacramento, CA 94280-0001

Unless other arrangements have been documented and approved by the CRO, the RWDB, and (when appropriate) their subrecipient, must pay all their WIOA debts within 30 calendar days of the date on which the debt was established as final. If the RWDB is unable to make restitution in full, then an installment repayment agreement may be negotiated. Installment Repayment Agreements will have a short duration ranging from 3 to 12 months, with a maximum of 36 months. The length of the installment repayment agreement will be negotiated based on the size of the debt and the RWDB's ability to pay. The CRO must approve all installment repayment agreements.

The CRO will do the following:

- Instruct the EDD's Fiscal Program Division (FPD) to issue an invoice with payment due date and the interest charge, if any, to the City of Richmond WDB once a final debt is established.
- Notify FPD to issue two additional invoices to the City of Richmond WDB at 30 calendar day intervals, when payment has not been received or a satisfactory alternative repayment plan has not been negotiated.

- Determine whether to use another method of collection if the debt is still outstanding after 90 calendar days. In making the determination, consideration will be given to the amount of the debt, the cost of further debt collection, the amount collected to date, and the probable success of pursuing further collection action.
- Notify the Chief Elected Official of each relevant unit of general local government (Local Boards), or the head of an organization (non-Local Boards), if the agreed upon payment is not received within the 90 calendar days after the date of the third invoice. For Local Boards, when multiple units of general local government are designated as the Local Area, the liability of the individual jurisdictions must be specified in a written agreement between the Chief Elected Officials.

Debt Collection Remittance

All debt settlements resulting from fraud, malfeasance, misapplication of funds, or other serious violations or illegal acts must be made in cash from nonfederal sources. ***Debt settlement funds collected by the City of Richmond WDB debts must be returned to the EDD immediately upon receipt. A Payment Advice Form (Attachment 2), which details the program year, subgrant number, project name, and grant code associated with the debt settlement funds, must be remitted with a check or warrant made payable to the Employment Development Department to the EDD's Fiscal Program Division (FPD):***

Mail: Employment Development Department
 Fiscal Programs Division
 ATTN: MIC 70, Administration and Grants Unit
 PO Box 826217
 Sacramento, CA 94230-6217

The FPD will inform and coordinate with the CRO when the payment is received and posted. Once the payment is posted, the CRO will notify the subrecipient. The awarding agency subrecipient must maintain records that document the actions taken with respect to debt collection, restoration, or other debt resolution activities and why the actions were taken to support their decisions.

When the debt is not a result of fraud, malfeasance, misapplication of funds or other serious violations or illegal acts, the cash repayment of the disallowance is a credit to the title and year to which it was originally charged. The credit reduces the expenditures of the period of the cost that was refunded. If the year of allocation is still open, awarding agency subrecipients may expend the funds within the cost limits. Cash payments received after the fund availability period must be remitted to the EDD.

This policy takes effect on the date it is approved.

REFERENCE

- WIOA (Public Law 113-128) Section 184
- Title 20 Code of Federal Regulations (CFR) Part 600: Employment and Training Administration, Department of Labor (DOL) Sections 683.410(a), 683.420(a)(1)(i) and 683.74; WSD22-07.
- EDD WSD22-07, Debt Collection 11/14/2022.

APPROVAL

Workforce Development Board (WDB) Approval Required? Yes, X No

Initial approval date: October 2008

RWDB revision approval date:

INQUIRIES

Any questions regarding this policy memorandum may be directed to the RWDB Director or the WIOA Project Coordinator at 510-307-8014.

CITY OF RICHMOND DEPARTMENT OF EMPLOYMENT & TRAINING
FISCAL REPORT (Before FY 25 Audit Adjustments)

NEW FISCAL YEAR

	FY 24/25 (July 1, 2024 to June 30, 2025)				FY 25/26 (July 1, 2025 to June 30, 2026)							
	FY 24/25 BUDGET	YTD ACTUAL	PENDING JUNE	ADJUSTED ACTUAL	ENCUMBRANCES	AVAILABLE	POSTED FY 25/26 BUDGET	AWARDED GRANTS (TO BE ADDED)	ADJUSTED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE
REVENUES												
38 OTHER REVENUE		(10,000.00)										
3B INTERGOV FED GRANT	(3,187,849)	(598,078.00)	10,000.00	(598,078.00)		(2,589,871)	(3,301,450)		(1,565,847)			(1,735,902)
3C INTERGOV STATE GRANT	(2,581,594)	(1,825,418.00)		(1,825,418.00)		(756,516)	(443,446)		(123,936)			(319,492)
3D INTERGOV OTHER GRANT	(110,000)	(20,000.00)		(20,000.00)		(90,000)	(373,253)		(20,000)			(331,253)
SUBTOTAL REVENUES	(5,879,883)	(2,453,496)	10,000	(2,443,496)	-	(3,436,387)	(4,118,149)		(1,709,883)	0		(2,408,646)
GRAND TOTAL REVENUES	(3,051,532)	(2,476,252)	(414,889)	(2,891,141)	-	(575,380)	(3,779,477)		(610,955)			(2,168,523)
EXPENDITURES												
40 SALARIES AND WAGES	1,666,767	1,201,498.96		1,201,499		465,268	2,610,765		2,610,765	1,032,375.26		1,578,390
41 PFR/FRINGE BENEFIT	1,857,316	1,258,969.86		1,258,970		598,346	2,064,588		2,064,588	677,808.91		1,386,779
42 PROF & ADMIN	54,483	37,500.91		37,581		16,902	256,143		256,143	40,152.03		215,991
43 OTHER OPERATING	53,000	54,307.84		54,508		(1,508)	259,384		259,384	24,707.90		196,487
44 UTILITIES	7,881	7,935.81		7,936		(55)	7,500		7,500	2,205.50		285
45 EQPT & CONTRACT	1,094,121	507,302.31		507,302		586,818	717,184		717,184	27,220.00		616,350
48 ASSET/CAPITAL	0	0		0		0	0		0	0		0
50 GRANT EXPENDITURE	4,941,867	2,636,688.28		2,636,688		2,305,259	2,285,023		2,285,023	623,113.65		1,661,909
SUBTOTAL EXPENDITURES	11,515,296	5,704,404	0	5,704,404		3,971,031	8,200,588		8,200,588	2,428,083	110,314	5,656,191
47 COST POOL	701,777	701,777.41		701,777		0	716,306		716,306	358,136.00		358,130
49 DEBT & TRANSFER	(1,154,824)	(37,900)		(37,900)		(1,116,923)	2,718,046		2,718,046	-27,769.27		2,745,815
GRAND TOTAL EXPENDITURES	9,222,388	6,368,231	37,000	6,405,181		2,854,107	11,634,939		11,634,939	2,738,470	116,314	8,760,155
NET (REVENUES LESS EXPENDITURES)	296,973	1,488,533	(366,989)	1,071,544		(1,577,560)	(4,777,113)		4,737,313	438,012		4,182,987

* REVENUES ARE SHOWN AS CREDIT ENTRIES
* ENCUMBRANCES ARE OBLIGATED EXPENDITURES SUCH AS CONTRACTS THAT HAS NOT YET PAID OUT
FY 2025-2026 AWARDED GRANTS NOT ON BUDGET YET
* \$1,855,613.07 Unavailable Revenue. Payment received as of 1.9.2026. Payment record as FY 26 . FY 26 YTD ACTUAL Revenue will change after Audit Adjustments.

FY 2024 – 26 ESTIMATED LEVELS OF PERFORMANCE (Negotiated)

ADULT

DW

YOUTH

	ADULT	DW	YOUTH
Employment Rate 2nd Quarter After Exit	77%	80%	82%
Employment Rate 4th Quarter After Exit	80%	75%	86%
Median Earnings 2nd Quarter After Exit	\$ 10,000	\$ 13,000	\$ 7,000
Credential Attainment 4th Quarter After Exit	76%	71.5%	57%
Measurable Skill Gains	60%	60%	50%

ETA 9169 - WIOA Statewide and Local Performance Report

PIRL File Type: PIRL by Program
 Program: Adult
 LWDB: Richmond Workforce Development Board
 State Region: Northern WS Division 1
 Date Type: Annual
 Report Period: 2024

SUMMARY INFORMATION				
Service	Participants Served	Participants Exited	Funds Expended	Cost Per Participant Served
Career Services	84	76		
Training Services	56	48		
Percent training-related employment:			55.10%	
Percent enrolled in more than one core program:			24.71%	
Percent Admin Expended:				0.00%

BY PARTICIPANT CHARACTERISTICS												
	Total Participants Served Cohort Period: 07-01-2024 06-30-2025	Total Participants Exited Cohort Period: 04-01-2024 03-31-2025	Employment Rate (Q2) Cohort Period: 07-01-2023 06-30-2024		Employment Rate (Q4) Cohort Period: 01-01-2023 12-31-2023		Median Earnings Cohort Period: 07-01-2023 06-30-2024		Credential Rate Cohort Period: 01-01-2023 12-31-2023		Measurable Skill Gains Cohort Period: 07-01-2024 06-30-2025	
			Num/ Den	Rate	Num/ Den	Rate	Earnings	Rate	Num/ Den	Rate	Num/ Den	Rate
Total Statewide	85	81	Negotiated Target		0.00%		\$0.00		0.00%		0.00%	
			Actual		78 / 101	77.23%	60 / 74	81.08%	\$8,989.14	59.38%	19 / 32	59.38%

BY PARTICIPANT CHARACTERISTICS												
Sex	Total Participants Served	Total Participants Exited	Employment Rate (Q2)		Employment Rate (Q4)		Median Earnings		Credential Rate		Measurable Skill Gains	
			Num/ Den	Rate	Num/ Den	Rate	Earnings	Rate	Num/ Den	Rate	Num/ Den	Rate
Female	51	47	Negotiated Target		0.00%		\$0.00		0.00%		0.00%	
			Actual		49 / 62	79.03%	49 / 59	81.63%	\$8,485.69	65.00%	13 / 20	65.00%
Male	34	34	Negotiated Target		0.00%		\$0.00		0.00%		0.00%	
			Actual		29 / 39	74.36%	20 / 25	80.00%	\$9,720.20	50.00%	6 / 12	50.00%
Did not self identify	0	0	Negotiated Target		0.00%		\$0.00		0.00%		0.00%	
			Actual		0 / 0	0.00%	0 / 0	0.00%	\$0.00	0.00%	0 / 0	0.00%

Age	Total Participants Served Cohort Period: 07-01-2024 06-30-2025		Total Participants Exited Cohort Period: 04-01-2024 03-31-2025		Employment Rate (Q2) Cohort Period: 07-01-2023 05-30-2024		Employment Rate (Q4) Cohort Period: 01-01-2023 12-31-2023		Median Earnings Cohort Period: 07-01-2023 06-30-2024		Credential Rate Cohort Period: 07-01-2023 12-31-2023		Measurable Skill Gains Cohort Period: 07-01-2024 06-30-2025	
	Num/Den	Rate	Num/Den	Rate	Num/Den	Rate	Num/Den	Rate	Earnings	Num/Den	Rate	Num/Den	Rate	
<18	0	0.00%	0	0.00%	0	0.00%	0	0.00%	\$0.00	0	0.00%	0	0.00%	
16 - 18	1	100.00%	2	100.00%	4	100.00%	3	100.00%	\$10,701.17	0	0.00%	0	0.00%	
19 - 24	28	77.8%	20	71.43%	14	50.00%	9	64.3%	\$9,233.86	5	18.2%	2	7.1%	
25 - 44	34	79.59%	40	82.50%	39	88.2%	33	84.0%	\$8,046.16	11	32.4%	4	11.8%	
45 - 54	15	70.00%	13	86.7%	14	93.3%	10	71.4%	\$10,401.13	2	14.3%	3	21.4%	
55 - 59	5	83.33%	5	100.00%	5	100.00%	4	80.0%	\$11,960.00	1	20.0%	1	20.0%	
60+	2	50.00%	1	50.00%	2	100.00%	2	100.00%	\$6,617.68	0	0.00%	1	50.00%	
Ethnicity/Race														
American Indian / Alaska Native	1	50.00%	1	50.00%	1	50.00%	0	0.00%	\$400.00	0	0.00%	0	0.00%	
Asian	11	66.67%	6	54.5%	6	54.5%	2	33.3%	\$10,838.65	1	16.7%	1	16.7%	
Black / African American	34	72.41%	31	91.2%	21	61.8%	16	47.1%	\$10,770.78	3	7.1%	6	17.6%	
Hispanic / Latino	29	76.60%	37	91.9%	36	91.9%	28	76.6%	\$7,749.11	7	19.0%	3	7.7%	
Native Hawaiian / Pacific Islander	2	100.00%	2	100.00%	2	100.00%	2	100.00%	\$17,380.96	2	100.00%	0	0.00%	
White	9	83.33%	9	100.00%	15	167%	10	111%	\$4,053.89	2	22.2%	3	33.3%	
More Than One Race	1	0.00%	1	100.00%	0	0.00%	0	0.00%	\$0.00	0	0.00%	0	0.00%	

BY EMPLOYMENT BARRIER

	Total Participants Served Cohort Period: 07-01-2024 06-30-2025	Total Participants Exited Cohort Period: 04-01-2024 03-31-2025	Employment Rate (Q2) Cohort Period: 07-01-2023 06-30-2024		Employment Rate (Q4) Cohort Period: 01-01-2023 12-31-2023		Median Earnings Cohort Period: 07-01-2023 06-30-2024	Credentialed Rate Cohort Period: 01-01-2023 12-31-2023		Measurable Skill Gains Cohort Period: 07-01-2024 06-30-2025	
			Num/ Den	Rate	Num/ Den	Rate		Earnings	Num/ Den	Rate	Num/ Den
Total	85	81	78/101	77.23%	50/74	67.43%	\$8,989.14	19/32	59.38%	12/30	40.00%
Displaced Homemakers	2	1	1/2	50.00%	1/1	100.00%	\$11,092.05	0/0	0.00%	0/0	0.00%
English Language Learners, Low Levels of Literacy, Cultural Barriers	30	28	36/43	83.72%	23/28	82.14%	\$8,218.29	8/12	66.67%	1/9	11.11%
Exhausting TANF within 2 years (Part A Title IV of the Social Security Act)	0	0	0/0	0.00%	0/0	0.00%	\$0.00	0/0	0.00%	0/0	0.00%
Ex-offenders	3	2	2/3	66.67%	1/1	100.00%	\$27,275.38	0/0	0.00%	2/2	100.00%
Homeless Individuals / runaway youth	3	3	3/7	42.86%	1/4	25.00%	\$5,828.57	0/0	0.00%	1/1	100.00%
Long-term Unemployed (27 or more consecutive weeks)	24	21	17/25	68.00%	13/16	81.25%	\$9,720.20	4/8	50.00%	5/7	71.43%
Low-income Individuals	65	55	59/79	74.68%	52/66	78.79%	\$7,950.89	17/29	58.62%	9/23	39.13%
Migrant and Seasonal Farmworkers	0	0	0/0	0.00%	0/0	0.00%	\$0.00	0/0	0.00%	0/0	0.00%
Individuals with Disabilities (incl. youth)	1	1	4/6	66.67%	6/8	75.00%	\$5,461.20	1/2	50.00%	0/0	0.00%
Single Parents (incl. single pregnant women)	16	18	18/21	85.71%	14/18	77.78%	\$6,315.26	3/5	60.00%	3/5	60.00%
Youth in foster care or aged out of system	1	1	0/0	0.00%	0/0	0.00%	\$0.00	0/0	0.00%	1/1	100.00%

ETA 9169 - WIOA Statewide and Local Performance Report

PIRL File Type: PIRL by Program
 Program: Adult
 LWDB: Richmond Workforce Development Board
 State Region: Northern WS Division 1
 RPU: East Bay
 Date Type: Quarterly
 Report Period: 2nd Qtr 2025

SUMMARY INFORMATION			
Service	Participants Served	Participants Exited	Funds Expended
Career Services	46	8	
Training Services	33	4	
Percent training-related employment:			Percent Admin Expended:
0.00%			28.26%
			0.00%

BY PARTICIPANT CHARACTERISTICS													
	Total Participants Served Cohort Period: 10-01-2025 12-31-2025	Total Participants Exited Cohort Period: 07-01-2025 09-30-2025	Negotiated Target	Employment Rate (Q2) Cohort Period: 10-01-2024 12-31-2024		Employment Rate (Q4) Cohort Period: 04-01-2024 06-30-2024		Median Earnings Cohort Period: 10-01-2024 12-31-2024		Credential Rate Cohort Period: 04-01-2024 06-30-2024		Measurable Skill Gains Cohort Period: 10-01-2025 12-31-2025	
				Num/ Den	Rate	Num/ Den	Rate	Earnings	Rate	Rate	Rate	Num/ Den	Rate
Total Statewide	46	8	Actual	5	23.81%	9	35.00%	\$9,323.60	9	60.00%	25	96.15%	
				21		25			15		25		
Sex													
Female	11	4		3	21.43%	5	35.71%	\$9,360.00	8	61.54%	3	100.00%	
				14		14			13		3		
Male	35	4		2	28.57%	4	36.36%	\$7,157.80	1	50.00%	22	95.65%	
				7		11			2		23		
Did not self identify	0	0		0	0.00%	0	0.00%	\$0.00	0	0.00%	0	0.00%	
				0		0			0		0		

Age	Total Participants Served Cohort Period: 10-01-2025 12-31-2025	Total Participants Exited Cohort Period: 07-01-2025 09-30-2025	Employment Rate (Q2) Cohort Period: 10-01-2024 12-31-2024		Employment Rate (Q4) Cohort Period: 04-01-2024 06-30-2024		Median Earnings Cohort Period: 10-01-2024 12-31-2024	Credential Rate Cohort Period: 04-01-2024 06-30-2024		Measurable Skill Gains Cohort Period: 10-01-2025 12-31-2025	
			Num/ Den	Rate	Num/ Den	Rate		Num/ Den	Rate	Num/ Den	Rate
<16	0	0	0	0.00%	0	0.00%	\$0.00	0	0.00%	0	0.00%
16 - 18	4	0	0	0.00%	0	0.00%	\$0.00	0	0.00%	3	100.00%
19 - 24	16	3	1	16.67%	3	60.00%	\$14,444.63	2	66.67%	8	100.00%
25 - 44	18	3	2	25.00%	4	39.77%	\$9,341.80	3	55.56%	10	90.91%
45 - 54	4	2	2	40.00%	1	33.33%	\$7,134.40	1	100.00%	2	100.00%
55 - 59	4	0	1	0.00%	1	33.33%	\$0.00	1	100.00%	2	100.00%
60+	0	0	0	0.00%	0	0.00%	\$0.00	0	0.00%	0	0.00%
Ethnicity/Race											
American Indian / Alaska Native	1	0	0	0.00%	0	0.00%	\$0.00	0	0.00%	1	100.00%
Asian	7	0	0	0.00%	1	0.00%	\$0.00	1	100.00%	3	100.00%
Black / African American	11	3	1	12.50%	2	25.00%	\$9,360.00	3	100.00%	5	100.00%
Hispanic / Latino	25	4	3	27.27%	7	46.67%	\$9,323.60	4	40.00%	15	100.00%
Native Hawaiian / Pacific Islander	0	0	0	0.00%	0	0.00%	\$0.00	0	0.00%	0	0.00%
White	5	2	1	50.00%	1	33.33%	\$9,276.80	3	0.00%	3	75.00%
More Than One Race	0	0	0	0.00%	0	0.00%	\$0.00	0	0.00%	0	0.00%

BY EMPLOYMENT BARRIER

	Total Participants Served Cohort Period: 10-01-2025 12-31-2025	Total Participants Exited Cohort Period: 07-01-2025 09-30-2025	Employment Rate (Q2) Cohort Period: 10-01-2024 12-31-2024		Employment Rate (Q4) Cohort Period: 04-01-2024 06-30-2024		Median Earnings Cohort Period: 10-01-2024 12-31-2024	Credential Rate Cohort Period: 04-01-2024 06-30-2024		Measurable Skill Gains Cohort Period: 10-01-2025 12-31-2025	
			Num/ Den	Rate	Num/ Den	Rate		Earnings	Num/ Den	Rate	Num/ Den
Total	46	8	5 21	23.81%	9 25	36.00%	\$9,323.60	9 15	60.00%	25 26	96.15%
Displaced Homemakers	0	0	0 0	0.00%	0 0	0.00%	\$0.00	0 0	0.00%	0 0	0.00%
English Language Learners, Low Levels of Literacy, Cultural Barriers	14	3	1 5	20.00%	5 9	55.56%	\$9,276.80	4 6	66.67%	4 4	100.00%
Exhausting TANF within 2 years (Part A Title IV of the Social Security Act)	0	0	0 0	0.00%	0 0	0.00%	\$0.00	0 0	0.00%	0 0	0.00%
Ex-offenders	5	0	0 0	0.00%	0 0	0.00%	\$0.00	0 0	0.00%	3 3	100.00%
Homeless Individuals / runaway youth	4	0	0 1	0.00%	0 1	0.00%	\$0.00	0 0	0.00%	2 2	100.00%
Long-term Unemployed (27 or more consecutive weeks)	4	3	1 5	20.00%	2 6	33.33%	\$14,444.63	4 4	100.00%	1 1	100.00%
Low-income Individuals	45	8	3 15	20.00%	5 16	31.25%	\$9,323.60	8 12	66.67%	25 26	96.15%
Migrant and Seasonal Farmworkers	0	0	0 0	0.00%	0 0	0.00%	\$0.00	0 0	0.00%	0 0	0.00%
Individuals with Disabilities (incl. youth)	0	0	0 0	0.00%	0 1	0.00%	\$0.00	1 1	100.00%	0 0	0.00%
Single Parents (incl. single pregnant women)	3	1	1 4	25.00%	2 5	40.00%	\$9,276.80	2 4	50.00%	1 1	100.00%
Youth in foster care or aged out of system	0	0	0 0	0.00%	0 0	0.00%	\$0.00	0 0	0.00%	0 0	0.00%

ETA 9169 - WIOA Statewide and Local Performance Report

PIRL File Type: PIRL by Program
 Program: Dislocated Worker
 LWDB: Richmond Workforce Development Board
 State Region: Northern WS Division 1
 Date Type: Quarterly
 Report Period: 2nd Qtr 2025

SUMMARY INFORMATION			
Service	Participants Served	Participants Exited	Funds Expended
Career Services	30	10	
Training Services	9	4	
Percent training-related employment:			Percent Admin Expended:
12.50%			0.00%
Percent enrolled in more than one core program:			26.67%

BY PARTICIPANT CHARACTERISTICS												
Total Participants Served	Cohort Period	Total Participants Exited	Cohort Period	Employment Rate (Q2)		Employment Rate (Q4)		Median Earnings	Credential Rate		Measurable Skill Gains	
				Num/Den	Rate	Num/Den	Rate		Num/Den	Rate	Num/Den	Rate
30	10-01-2025 12-31-2025	10	07-01-2025 09-30-2025	4	33.33%	9	50.00%	\$0.00	4	40.00%	3	60.00%
				12		18			10		5	
				Negotiated Target		Actual						

Sex	Total Participants Served	Cohort Period	Total Participants Exited	Cohort Period	Employment Rate (Q2)		Employment Rate (Q4)		Median Earnings	Credential Rate		Measurable Skill Gains	
					Num/Den	Rate	Num/Den	Rate		Num/Den	Rate	Num/Den	Rate
Female	14		3		4	36.36%	5	41.67%	\$12,114.40	4	40.00%	1	50.00%
					11		12			10		2	
Male	16		6		0	0.00%	4	66.67%	\$0.00	0	0.00%	2	66.67%
					1		6			0		3	
Did not self identify	0		1		0	0.00%	0	0.00%	\$0.00	0	0.00%	0	0.00%
					0		0			0		0	

Age	Total Participants Served Cohort Period: 10-01-2025 12-31-2025	Total Participants Exited Cohort Period: 07-01-2025 09-30-2025	Employment Rate (O2) Cohort Period: 10-01-2024 12-31-2024		Employment Rate (C4) Cohort Period: 04-01-2024 06-30-2024		Median Earnings Cohort Period: 10-01-2024 12-31-2024	Credential Rate Cohort Period: 04-01-2024 06-30-2024		Measurable Skill Gains Cohort Period: 10-01-2025 12-31-2025	
			Num/ Den	Rate	Num/ Den	Rate		Num/ Den	Rate	Num/ Den	Rate
<16	0	0	0	0.00%	0	0.00%	\$0.00	0	0.00%	0	0.00%
16 - 18	0	0	0	0.00%	0	0.00%	\$0.00	0	0.00%	0	0.00%
19 - 24	1	1	1	33.33%	4	66.67%	\$234,680.32	1	20.00%	1	100.00%
25 - 44	12	4	4	25.00%	3	33.33%	\$15,080.00	3	60.00%	1	100.00%
45 - 54	12	3	3	40.00%	1	100.00%	\$7,154.90	0	0.00%	1	33.33%
55 - 59	2	2	2	0.00%	0	0.00%	\$0.00	0	0.00%	0	0.00%
60+	3	0	0	0.00%	1	100.00%	\$0.00	0	0.00%	0	0.00%
Ethnicity/Race											
American Indian / Alaska Native	1	0	0	0.00%	0	0.00%	\$0.00	0	0.00%	0	0.00%
Asian	2	0	0	0.00%	2	66.67%	\$0.00	1	33.33%	0	0.00%
Black / African American	9	3	3	50.00%	2	50.00%	\$124,880.16	0	0.00%	0	0.00%
Hispanic / Latino	12	3	3	20.00%	4	50.00%	\$5,151.00	2	50.00%	3	100.00%
Native Hawaiian / Pacific Islander	0	0	0	0.00%	0	0.00%	\$0.00	0	0.00%	0	0.00%
White	3	4	4	50.00%	1	50.00%	\$9,148.81	0	0.00%	1	50.00%
More Than One Race	0	0	0	0.00%	0	0.00%	\$0.00	0	0.00%	0	0.00%

BY EMPLOYMENT BARRIER

	Total Participants Served Cohort Period: 10-01-2025 12-31-2025	Total Participants Exited Cohort Period: 07-01-2025 09-30-2025	Employment Rate (O2) Cohort Period: 10-01-2024 12-31-2024		Employment Rate (O4) Cohort Period: 04-01-2024 06-30-2024		Median Earnings Cohort Period: 10-01-2024 12-31-2024	Credential Rate Cohort Period: 04-01-2024 06-30-2024		Measurable Skill Gains Cohort Period: 10-01-2025 12-31-2025	
			Num/ Den	Rate	Num/ Den	Rate		Num/ Den	Rate	Num/ Den	Rate
Total	20	10	4/12	33.33%	9/18	50.00%	\$12,114.40	4/10	40.00%	3/5	60.00%
Displaced Homemakers	0	0	0/0	0.00%	0/0	0.00%	\$0.00	0/0	0.00%	0/0	0.00%
English Language Learners, Low Levels of Literacy, Cultural Barriers	5	0	1/2	50.00%	3/4	75.00%	\$5,161.00	1/2	50.00%	1/1	100.00%
Exhausting TANF within 2 years (Part A Title IV of the Social Security Act)	0	0	0/0	0.00%	0/0	0.00%	\$0.00	0/0	0.00%	0/0	0.00%
Ex-offenders	0	0	0/0	0.00%	0/0	0.00%	\$0.00	0/0	0.00%	0/0	0.00%
Homeless Individuals / runaway youth	0	0	0/0	0.00%	0/0	0.00%	\$0.00	0/0	0.00%	0/0	0.00%
Long-term Unemployed (27 or more consecutive weeks)	5	1	2/6	33.33%	3/5	60.00%	\$121,914.57	1/3	33.33%	1/2	50.00%
Low-Income Individuals	27	7	2/5	40.00%	6/12	50.00%	\$121,914.57	4/8	50.00%	3/5	60.00%
Migrant and Seasonal Farmworkers	0	0	0/0	0.00%	0/0	0.00%	\$0.00	0/0	0.00%	0/0	0.00%
Individuals with Disabilities (incl. youth)	2	1	0/0	0.00%	0/1	0.00%	\$0.00	0/0	0.00%	0/1	0.00%
Single Parents (incl. single pregnant women)	1	0	0/1	0.00%	1/2	50.00%	\$0.00	1/2	50.00%	0/0	0.00%
Youth in foster care or aged out of system	0	0	0/0	0.00%	0/0	0.00%	\$0.00	0/0	0.00%	0/0	0.00%

Age	Total Participants Served Cohort Period: 07-01-2024 06-30-2025	Total Participants Exited Cohort Period: 04-01-2024 03-31-2025	Employment Rate (Q2)		Employment Rate (Q4)		Median Earnings Cohort Period: 07-01-2023 06-30-2024	Credential Rate		Measurable Skill Gains Cohort Period: 07-01-2024 06-30-2025	
			Num/ Den	Rate	Num/ Den	Rate		Num/ Den	Rate	Num/ Den	Rate
<16	0	0	0	0.00%	0	0.00%	\$0.00	0	0.00%	0	0.00%
16 - 18	0	0	1	100.00%	0	0.00%	\$5,790.20	1	100.00%	0	0.00%
19 - 24	16	13	17	85.00%	12	75.00%	\$7,940.75	4	100.00%	1	33.33%
25 - 44	32	29	23	76.67%	20	90.91%	\$12,283.22	6	75.00%	4	80.00%
45 - 54	19	10	8	80.00%	9	100.00%	\$16,180.17	1	100.00%	4	80.00%
55 - 59	6	4	5	83.33%	6	85.71%	\$17,516.81	1	100.00%	0	0.00%
60+	3	2	3	100.00%	2	66.67%	\$15,954.54	0	0.00%	1	100.00%
Ethnicity/Race											
American Indian / Alaska Native	2	1	1	50.00%	1	50.00%	\$19,659.70	1	50.00%	1	100.00%
Asian	4	5	7	100.00%	4	80.00%	\$13,582.55	0	0.00%	1	100.00%
Black / African American	26	15	15	75.00%	16	80.00%	\$13,041.45	4	100.00%	6	75.00%
Hispanic / Latino	30	27	26	83.87%	21	87.50%	\$11,219.49	6	75.00%	0	0.00%
Native Hawaiian / Pacific Islander	1	0	1	100.00%	1	100.00%	\$17,380.86	1	100.00%	0	0.00%
White	12	8	8	66.67%	8	88.89%	\$17,611.28	1	50.00%	1	25.00%
More Than One Race	2	0	1	50.00%	2	50.00%	\$19,659.70	1	50.00%	1	100.00%

BY EMPLOYMENT BARRIER

	Total Participants Served Cohort Period: 07-01-2024 06-30-2025	Total Participants Exited Cohort Period: 04-01-2024 03-31-2025	Employment Rate (Q2) Cohort Period: 07-01-2023 06-30-2024		Employment Rate (Q4) Cohort Period: 01-01-2023 12-31-2023		Median Earnings Cohort Period: 07-01-2023 06-30-2024	Credential Rate Cohort Period: 01-01-2023 12-31-2023		Measurable Skill Gains Cohort Period: 07-01-2024 06-30-2025	
			Num/ Den	Rate	Num/ Den	Rate		Earnings	Num/ Den	Rate	Num/ Den
Total	76	58	57/70	81.43%	49/58	84.48%	\$13,041.45	13/16	81.25%	10/16	62.50%
Displaced Homemakers	0	0	1/1	100.00%	0/0	0.00%	\$11,082.06	0/0	0.00%	0/0	0.00%
English Language Learners, Low Levels of Literacy, Cultural Barriers	12	11	20/23	86.96%	16/18	88.89%	\$9,574.80	6/7	85.71%	1/1	100.00%
Exhausting TANF within 2 years (Part A Title IV of the Social Security Act)	0	0	0/0	0.00%	0/0	0.00%	\$0.00	0/0	0.00%	0/0	0.00%
Ex-offenders	2	2	0/0	0.00%	1/1	100.00%	\$0.00	0/0	0.00%	0/0	0.00%
Homeless Individuals / runaway youth	2	1	2/3	66.67%	0/1	0.00%	\$5,325.16	1/1	100.00%	0/0	0.00%
Long-term Unemployed (27 or more consecutive weeks)	24	20	16/22	72.73%	11/16	68.75%	\$7,380.68	4/5	80.00%	3/6	50.00%
Low-income Individuals	40	29	39/46	84.78%	35/44	79.55%	\$13,041.45	10/12	83.33%	6/10	60.00%
Migrant and Seasonal Farmworkers	0	0	0/0	0.00%	0/0	0.00%	\$0.00	0/0	0.00%	0/0	0.00%
Individuals with Disabilities (incl. youth)	3	3	3/4	75.00%	3/4	75.00%	\$5,790.20	3/3	100.00%	0/1	0.00%
Single Parents (incl. single pregnant women)	3	4	8/8	100.00%	2/3	66.67%	\$6,644.18	1/1	100.00%	0/0	0.00%
Youth in foster care or aged out of system	0	0	0/0	0.00%	0/0	0.00%	\$0.00	0/0	0.00%	0/0	0.00%

Age	Total Participants Served Cohort Period: 07-01-2024 - 06-30-2025		Total Participants Exited Cohort Period: 04-01-2024 - 03-31-2025		Employment Rate (Q2) Cohort Period: 07-01-2023 - 06-30-2024		Employment Rate (Q4) Cohort Period: 01-01-2023 - 12-31-2023		Median Earnings Cohort Period: 07-01-2023 - 06-30-2024		Credential Rate Cohort Period: 07-01-2023 - 12-31-2023		Measurable Skill Gains Cohort Period: 07-01-2024 - 06-30-2025	
	Num/ Den	Rate	Num/ Den	Rate	Num/ Den	Rate	Num/ Den	Rate	Earnings	Num/ Den	Rate	Num/ Den	Rate	
<16	0	0.00%	0	0.00%	0	0.00%	0	0.00%	\$0.00	0	0.00%	0	0.00%	
16 - 18	19	100.00%	6	70.00%	13	70.00%	7	75.00%	\$7,283.10	3	75.00%	6	66.67%	
19 - 24	97	80.00%	34	78.26%	24	78.26%	18	50.00%	\$8,284.36	4	50.00%	10	35.71%	
25 - 44	0	0.00%	0	0.00%	0	0.00%	0	0.00%	\$0.00	0	0.00%	0	0.00%	
45 - 54	0	0.00%	0	0.00%	0	0.00%	0	0.00%	\$0.00	0	0.00%	0	0.00%	
55 - 59	0	0.00%	0	0.00%	0	0.00%	0	0.00%	\$0.00	0	0.00%	0	0.00%	
60+	0	0.00%	0	0.00%	0	0.00%	0	0.00%	\$0.00	0	0.00%	0	0.00%	
Ethnicity/Race														
American Indian / Alaska Native	0	100.00%	0	0.00%	1	0.00%	0	0.00%	\$20,855.90	0	0.00%	0	0.00%	
Asian	10	85.71%	4	100.00%	7	100.00%	4	0.00%	\$10,207.20	0	0.00%	0	0.00%	
Black / African American	40	78.57%	17	66.67%	11	66.67%	8	40.00%	\$7,950.89	2	40.00%	9	56.25%	
Hispanic / Latino	57	95.00%	18	73.33%	19	73.33%	11	60.00%	\$7,283.10	3	60.00%	8	44.44%	
Native Hawaiian / Pacific Islander	2	50.00%	2	100.00%	1	100.00%	1	100.00%	\$17,380.96	1	100.00%	1	100.00%	
White	12	100.00%	3	75.00%	3	75.00%	3	0.00%	\$6,894.29	0	0.00%	0	0.00%	
More Than One Race	5	0.00%	2	0.00%	0	0.00%	0	0.00%	\$0.00	0	0.00%	1	50.00%	

BY EMPLOYMENT BARRIER

	Total Participants Served Cohort Period: 07-01-2024 - 06-30-2025	Total Participants Exited Cohort Period: 04-01-2024 - 03-31-2025	Employment Rate (Q2) Cohort Period: 07-01-2023 - 06-30-2024		Employment Rate (Q4) Cohort Period: 01-01-2023 - 12-31-2023		Median Earnings Cohort Period: 07-01-2023 - 06-30-2024	Credential Rate Cohort Period: 01-01-2023 - 12-31-2023		Measurable Skill Gains Cohort Period: 07-01-2024 - 06-30-2025	
			Num/ Den	Rate	Num/ Den	Rate		Earnings	Num/ Den	Rate	Num/ Den
Total	106	40	37/43	86.05%	25/33	75.76%	\$7,950.89	7/12	58.33%	16/37	43.24%
Displaced Homemakers	0	0	0/0	0.00%	0/0	0.00%	\$0.00	0/0	0.00%	0/0	0.00%
English Language Learners, Low Levels of Literacy, Cultural Barriers	85	33	27/32	84.38%	21/26	80.77%	\$7,807.31	7/11	63.64%	13/27	48.15%
Exhausting TANF within 2 years (Part A Title IV of the Social Security Act)	0	0	0/0	0.00%	0/0	0.00%	\$0.00	0/0	0.00%	0/0	0.00%
Ex-offenders	2	2	0/1	0.00%	1/1	100.00%	\$0.00	0/0	0.00%	0/0	0.00%
Homeless Individuals / runaway youth	6	2	2/2	100.00%	0/1	0.00%	\$5,325.16	1/1	100.00%	1/1	100.00%
Long-term Unemployed (27 or more consecutive weeks)	34	14	8/10	80.00%	2/4	50.00%	\$9,449.50	1/1	100.00%	6/11	54.55%
Low-income Individuals	105	37	36/41	87.80%	25/33	75.76%	\$8,070.24	7/12	58.33%	16/37	43.24%
Migrant and Seasonal Farmworkers	0	0	0/0	0.00%	0/0	0.00%	\$0.00	0/0	0.00%	0/0	0.00%
Individuals with Disabilities (incl. youth)	13	5	7/9	77.78%	3/6	50.00%	\$5,790.20	2/3	66.67%	3/6	50.00%
Single Parents (incl. single pregnant women)	2	1	1/1	100.00%	0/0	0.00%	\$4,860.13	0/0	0.00%	0/2	0.00%
Youth in foster care or aged out of system	2	2	0/0	0.00%	0/0	0.00%	\$0.00	0/0	0.00%	1/1	100.00%

ETA 9169 - WIOA Statewide and Local Performance Report

PIRL File Type: PIRL by Program
 Program: Youth
 LWDB: Richmond Workforce Development Board
 State Region: Northern WS Division 1
 RPU: East Bay
 Date Type: Quarterly
 Report Period: 2nd Qtr 2025

SUMMARY INFORMATION			
Service	Participants Served	Participants Exited	Funds Expended
Career Services	31	6	
Training Services	14	3	
Percent training-related employment:			Percent Admin Expended:
0.00%			0.00%
Percent enrolled in more than one core program:			15.38%

BY PARTICIPANT CHARACTERISTICS										
Total Participants Served	Total Participants Exited	Employment Rate (Q2)		Median Earnings	Employment Rate (Q4)		Credential Rate		Measurable Skill Gains	
		Num/ Den	Rate		Num/ Den	Rate	Num/ Den	Rate	Num/ Den	Rate
65	13	5	0.00%	\$0.00	8	0.00%	4	0.00%	4	0.00%
		10	50.00%	\$5,789.53	15	53.33%	8	50.00%	14	28.57%
			Negotiated Target							
			Actual							

Sex	Total Participants Served		Total Participants Exited		Employment Rate (Q2)		Employment Rate (Q4)		Median Earnings		Credential Rate		Measurable Skill Gains	
	Num	Den	Num	Den	Num	Rate	Num	Rate	Earnings	Num	Rate	Num	Rate	
Female	28	8	4	25.00%	6	85.71%	2	40.00%	\$234,680.32	0	0.00%	2	0.00%	
Male	37	5	4	66.67%	2	25.00%	2	66.67%	\$3,779.07	4	33.33%	3	28.57%	
Did not self identify	0	0	0	0.00%	0	0.00%	0	0.00%	\$0.00	0	0.00%	0	0.00%	

Age	Total Participants Served Cohort Period: 10-01-2025 12-31-2025	Total Participants Exited Cohort Period: 07-01-2025 08-30-2025	Employment Rate (Q2) Cohort Period: 10-01-2024 12-31-2024		Employment Rate (Q4) Cohort Period: 04-01-2024 06-30-2024		Median Earnings Cohort Period: 10-01-2024 12-31-2024	Credential Rate Cohort Period: 04-01-2024 06-30-2024		Measurable Skill Gains Cohort Period: 10-01-2025 12-31-2025	
			Num/ Den	Rate	Num/ Den	Rate		Num/ Den	Rate	Num/ Den	Rate
<16	0	0	0	0.00%	0	0.00%	\$0.00	0	0.00%	0	0.00%
16 - 18	17	2	0	0.00%	0	0.00%	\$0.00	2	66.67%	2	25.00%
19 - 24	48	11	5	50.00%	8	66.67%	\$5,789.53	2	40.00%	2	33.33%
25 - 44	0	0	10	0.00%	12	0.00%	\$0.00	5	0.00%	6	0.00%
45 - 54	0	0	0	0.00%	0	0.00%	\$0.00	0	0.00%	0	0.00%
55 - 59	0	0	0	0.00%	0	0.00%	\$0.00	0	0.00%	0	0.00%
60+	0	0	0	0.00%	0	0.00%	\$0.00	0	0.00%	0	0.00%
Ethnicity/Race											
American Indian / Alaska Native	1	0	0	0.00%	0	0.00%	\$0.00	0	0.00%	0	0.00%
Asian	7	1	0	0.00%	2	100.00%	\$0.00	0	0.00%	0	0.00%
Black / African American	23	7	3	75.00%	1	20.00%	\$117,407.54	2	100.00%	1	16.67%
Hispanic / Latino	38	4	4	25.00%	3	42.86%	\$7,800.00	3	75.00%	3	27.27%
Native Hawaiian / Pacific Islander	1	0	0	0.00%	1	0.00%	\$0.00	0	0.00%	0	0.00%
White	7	3	1	100.00%	0	0.00%	\$7,800.00	0	0.00%	0	0.00%
More Than One Race	5	1	0	0.00%	1	0.00%	\$0.00	0	0.00%	0	0.00%

BY EMPLOYMENT BARRIER

	Total Participants Served Cohort Period: 10-01-2025 - 12-31-2025		Total Participants Exited Cohort Period: 07-01-2025 - 09-30-2025		Employment Rate (Q2) Cohort Period: 10-01-2024 - 12-31-2024		Employment Rate (Q4) Cohort Period: 04-01-2024 - 06-30-2024		Median Earnings Cohort Period: 10-01-2024 - 12-31-2024		Credential Rate Cohort Period: 04-01-2024 - 06-30-2024		Measurable Skill Gains Cohort Period: 10-01-2025 - 12-31-2025	
	Num/ Den	Rate	Num/ Den	Rate	Num/ Den	Rate	Num/ Den	Rate	Earnings	Num/ Den	Rate	Num/ Den	Rate	
Total	55	50.00%	13	53.33%	8	53.33%	15	50.00%	\$5,789.63	4	50.00%	4	28.57%	
Displaced Homemakers	0	0.00%	0	0.00%	0	0.00%	0	0.00%	\$0.00	0	0.00%	0	0.00%	
English Language Learners, Low Levels of Literacy, Cultural Barriers	54	50.00%	10	41.67%	4	50.00%	12	80.00%	\$3,779.07	4	80.00%	4	30.77%	
Exhausting TANF within 2 years (Part A Title IV of the Social Security Act)	0	0.00%	0	0.00%	0	0.00%	0	0.00%	\$0.00	0	0.00%	0	0.00%	
Ex-offenders	3	0.00%	0	0.00%	0	0.00%	1	0.00%	\$0.00	0	0.00%	1	100.00%	
Homeless Individuals / runaway youth	3	100.00%	0	0.00%	1	100.00%	0	0.00%	\$0.00	0	0.00%	0	0.00%	
Long-term Unemployed (27 or more consecutive weeks)	25	50.00%	4	66.67%	2	50.00%	5	33.33%	\$234,680.32	1	33.33%	1	33.33%	
Low-Income Individuals	65	55.56%	13	61.54%	5	55.56%	13	57.14%	\$5,789.63	4	57.14%	4	28.57%	
Migrant and Seasonal Farmworkers	0	0.00%	0	0.00%	0	0.00%	0	0.00%	\$0.00	0	0.00%	0	0.00%	
Individuals with Disabilities (incl. youth)	7	100.00%	2	33.33%	1	100.00%	3	100.00%	\$3,779.07	1	100.00%	0	0.00%	
Single Parents (incl. single pregnant women)	2	0.00%	0	0.00%	0	0.00%	0	0.00%	\$0.00	0	0.00%	0	0.00%	
Youth in foster care or aged out of system	0	0.00%	0	0.00%	0	0.00%	0	0.00%	\$0.00	0	0.00%	0	0.00%	