

Year 27 Annual Plan Policy Changes		
Annual Plan Policy	Policy Status	Year 2027 Summary of Changes
*All Policies	Revised	The Economic and Workforce Development Department (EWDD) will be consolidated under the newly created Community Investment Department (CID) effective July 1, 2026. All policies have been revised to change EWDD to the CID.
Adult Priority of Service Policy	Revised	This policy was revised to update the Benchmark Percentage of Priority of Service Populations for the WIOA Adult Program from 75% to 80%. Under WIOA, only Individualized Career* and Training Services* are subject to the priority of service requirement as outlined in 20 CFR Section 680.600. The requirement does not apply to Basic Career Services. The state priority of service rate is calculated based on the number of participants exited from the program who are identified as a priority population and received an individualized career or training service during their period of participation. This number is divided by the total number of participants exited from the program who have received an individualized career or training service.
Definition of Good Jobs Policy	Revised	This policy was revised to provide an updated living wage table for 2026. MIT developed the Living Wage Calculator to help individuals, communities, employers, and others estimate the local wage rate that a full-time worker requires to cover the costs of their family's basic needs where they live. The living wage shown is the hourly rate that an individual in a household must earn to support themselves and/or their family, working full-time, for 2080 hours per year.
Eligibility Determination Policy	Revised	Eligibility criteria and definitions were provided for WIOA Discretionary Disaster Recovery (DR) and Employment Recovery (ER) National Dislocated Worker Grants (NDWG).
Financial Reporting Procedure	Revised	Revised policy to add clarifying language on supporting documentation and labor cost data required (Section 1c1 and 1c2), quarterly reconciliation parameter definition (Section II), and CFAY request due date as 10 days after prior month end.
Fiscal Monitoring Review Policy and Procedures	Revised	This policy was revised to incorporate procedures for audit resolution resulting from a fiscal review/monitoring for WIOA grants, resulting in the addition of the Audit Resolution Section V titled "Fiscal Review Resolution (WIOA Grants Only)". New resolution section incorporates existing protocols from other activities into the Fiscal Monitoring relative to issuance of letters of initial determination, letters of final determination, and time schedule to resolve and finalize questioned fiscal findings and/or disallowances, including policy adherence (compliance).
High-Growth Sector Strategy Policy	Revised	This policy was revised to update sectors to align with the Five-Year Plan high-growth sectors.
Incumbent Worker Training Policy	Revised	This policy was revised to provide information on Incumbent Worker Training performance and reporting requirements. Since eligibility for IWT is determined at the employer level (not the individual level), the Department of Labor (DOL) does not consider individuals in IWT to be a participant in the Adult and/or Dislocated Worker program. Individuals who only receive IWT are not included in the WIOA Adult or Dislocated Worker program performance calculations. However, the DOL requires Local Boards and the State to report certain participant and performance data on all individuals participating in IWT. The required information for these individuals is limited to demographic information, and information necessary to calculate employment in the 2nd and 4th quarters after exit, median earnings in the 2nd quarter after exit, measurable skill gains, and credential attainment. For the purpose of calculating these metrics for IWT-only individuals, the exit date is the last date of training, as indicated in the training contract.
Individual Training Accounts (ITA) Policy	Revised	This policy was revised to add information about the local ETPL Coordinator. An appendix was added to provide the Local ETPL Policy for the City. The South Bay Workforce Investment Board (SBWIB) is contracted as the local ETPL coordinator to act on behalf of the City of Los Angeles Workforce Development Area relative to training vendors' initial and subsequent eligibility for placement onto the ETPL and I-TRAIN systems, and for maintenance and update services of such information as authorized by the State of California Employment Development Department Directive Number WSD 21-03, dated November 10, 2021, which states, "Local boards may delegate their responsibility of the ETPL to another Local Board to act on their behalf in making nominations for training providers and programs to be listed on the CA ETPL, and the creation of their local ETPL." As the City's ETPL Coordinator, the SBWIB has established ETPL internal policies and procedures for accepting applications from potential training providers.
NDWG Disaster Recovery WorkSite Selection and Management Policy	Revised	This policy was revised to add a section on Timesheet Corrections and other project requirements. NDWG Project Operators must collect and retain timesheets documenting hours worked by each participant. Corrections to timesheets must be initiated by the participant and Project Operator representative. Whiteout should never be used for corrections. Moreover, for NDWG projects, AJCCs/grant recipients must collect before and after photos demonstrating the damage caused by the disaster and recovery work performed by grant participants. In situations when disaster events impact the availability of eligibility documentation, self-attestation is acceptable as an eligibility determinant. Lastly, for data elements that allow self-attestation, self-attestation serves as the acceptable documentation and grant recipients do not need to obtain any additional documentation to validate the self-attestation for those elements.
Payroll and Time Distribution Policy and Procedures	New	This policy resulted from a recent WIOA Audit Finding requesting a written policy and procedures document on handling time keeping distribution and corrections. This new policy establishes the framework for processing, documenting, and monitoring compensation (i.e., payroll time and distribution) for CID staff. It ensures compliance with applicable federal regulations, including 2 CFR 200.430 (Compensation – personal services) and the Fair Labor Standards Act (FLSA, 29 CFR 516), as well as City of Los Angeles, Office of the City Controller payroll policies.

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Procurement and Contract Execution Guidelines	Revised	This policy was revised to incorporate the following: Clarification of WDB procurement approval threshold (up to and including \$250,000), the AB339 Adherence Process (Notice Of Intent To Contract), the Charter Section 1022 Process, compliance with Steven's Amendment, updated language from 2 CFR Part 200, Sections 200.319 - 200.321, usage of the Business Inclusion Program, procurement conflict of interest specifications, applicant good standing requirements, the requirement to document a rationale for a procurement type, updated language regarding non-competitive procurements, department usage of the Request for Interest, Procurement Result Notification Letters, Notice of Funding Letters, and the RFP/RFQ appeals process.
Program Monitoring Policy	Revised	This policy was revised to ensure compliance with "WSD24-11 - Oversight and Monitoring Standards for Substate Entities," which provides the guidance and establishes the procedures regarding monitoring responsibilities and the development of substate oversight and monitoring plans for the Local Workforce Development Areas (Local Area) and the Workforce Innovation and Opportunity Act (WIOA) 15 Percent Governor's Discretionary funded projects. Program Monitoring for WIOA formula funded programs will be conducted a minimum of two (2) times during a Program Year (PY) that includes one (1) Desk Review and one (1) Quality of Service On-Site Visits. In addition to conducting a Desk Review and a Quality-of-Service On-Site Visit, Program Monitors will also conduct Technical Assistance (TA) sessions. The TA sessions will be based on observations/ information gathered during the Desk Review or Quality of Service On-Site Visit.
Property/Equipment – Purchasing, Inventory, and Disposal Policy	Revised	This policy was revised to ensure that regular maintenance of property and equipment is kept. Contractors must take a physical property inventory and reconcile the inventory with the property records on an annual basis (rather than every 2 years). Contractors must retain all records of each WIOA allocation for a period of three years from the date of their last expenditure report. 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. Contractors that will not receive additional WIOA funds from the state must follow the disposition guidelines in Workforce Services Directive WSD16-10, Property – Prior Approval, Purchasing, Inventory, and Disposal, and submit the Property Closeout Inventory Certification form with their grant closeout package. EWDD will issue a grant closeout directive with detailed instructions including documentation procedures for ensuring all property and equipment are either transferred, retained with federal compensation, or disposed of correctly.
Salary and Bonus Limitations for Calendar Years 2024 through 2026	Revised	This policy was revised to update the three year range from 2023 - 2025 to 2024-2026 and update the Executive Schedule Level II salary for 2026, including clarification of salary schedule as Level II. Added and updated existing reference links)
Self-Sufficiency Policy	Revised	This policy was revised to update the federal Lower Living Standard Income Level (LLSIL) and 2026 HHS Poverty guidelines, which help Local Workforce Development Areas determine low-income status and self-sufficiency criteria as mandated by Title I of the Workforce Innovation and Opportunity Act (WIOA).
Single Audit Policy and Procedures	Revised	This policy was revised to incorporate procedures for audit resolution, resulting in the addition of the Audit Resolution section handling Singel Audit Findings.
Supportive Services/Needs-Related Payments/Incentives Policy	Revised	This policy was revised to incorporate language for 'special grant' projects related to stipends and incentives. A directive released by LA County DEO (grantor for EWDD's PY25-26 LA County Fire AA grant) mandated specific stipend/incentive payment schedules for program operators. Policy change directs special grant operators to program monitor for guidance.
WDB and EWDD Support of Grant Applications Policy	Revised	This policy was revised at the request of the WD Board to update approval timelines, use of a new Request Form, and to note that grant proposals requesting a letter of support should align with the objectives of the 5-Year Plan (prioritizing high-quality, living-wage jobs).
WIOA Training Policy and Procedures	Revised	This policy was revised to provide information about the Local ETPL Coordinator. The South Bay Workforce Investment Board (SBWIB) is contracted as the local ETPL coordinator to act on behalf of the City of Los Angeles Workforce Development Area relative to training vendors' initial and subsequent eligibility for placement onto the ETPL and I-TRAIN systems. As the City's ETPL Coordinator, the SBWIB has established ETPL internal policies and procedures for accepting applications from potential training providers.
Work Experience and Transitional Jobs Policy	Revised	This policy was revised to require Youth Service Corps programs to develop Work Experience Agreements. The Work Experience Expectations document is required for all program participants and will be addressed in the Youth Service Corps contracts.