

**REGIONAL EQUITY AND RECOVERY PARTNERSHIPS AGREEMENT  
BETWEEN  
THE WORKFORCE DEVELOPMENT BOARDS OF SANTA CRUZ, MONTEREY, AND  
SAN BENITO COUNTIES**

This Agreement is made and entered into, effective the 7th day of March, 2023, by the Workforce Development Board of Santa Cruz County, hereinafter called “SCCWDB,” the Workforce Development Board of San Benito County, hereinafter called “SBCWDB,” and the Monterey County Workforce Development Board, hereinafter called “MCWDB,” which are herein referred to collectively as the “North Central Coast Regional Planning Unit (RPU) Entities.”

**WHEREAS**, the Workforce Innovation and Opportunity Act (WIOA) of 2014 mandated the identification of planning and service delivery regions comprised of local workforce development areas within a defined geographic region;

**WHEREAS**, in 2020, the California Workforce Development Board (CWDB) designated the local workforce development boards of Santa Cruz, Monterey, and San Benito counties as the “North Central Coast Regional Planning Unit” or “North Central Coast RPU,” one of the 15 regional planning units within California;

**WHEREAS**, WIOA mandates that regional planning units engage in regional coordination resulting in the development of a regional plan, regional service delivery strategies, and regional administrative cost arrangements among its local areas;

**WHEREAS**, the North Central Coast RPU Entities desire to contract with one another to provide workforce development services through a \$1,150,000 Regional Equity and Recovery Partnerships (RERP) grant provided by the State of California for the benefit of the residents of the North Central Coast RPU; and

**WHEREAS**, the North Central Coast RPU Entities desire to set forth herein the terms and conditions under which the regional workforce development services will be provided and reimbursements for the costs thereof shall be furnished.

**NOW, THEREFORE**, in consideration of the mutual covenants and promises herein contained, the parties agree as follows:

**1. PURPOSE**

The purpose of this Agreement is to set forth the responsibilities of the North Central Coast RPU Entities as they relate to regional workforce development activities and administration of grants from the CWDB. These activities and grants are generally funded pursuant to WIOA discretionary funding; however, the RERP is a State-funded grant and thus WIOA requirements are not applicable to the Agreement. This Agreement is intended to provide the framework for reimbursing the North Central Coast RPU Entities for the costs of regional RERP activities. MCWDB was designated by the CWDB as the fiscal agent for the North Central Coast RPU with the authority and obligation to administer regional coordination of WIOA, RERP, and other regional grants. These regional grants are intended to support regional alignment by creating a leadership

structure that improves coordination among Local Boards, fosters local workforce development system alignment to produce demand-driven skill attainment, and enhances regional sector partnerships. Coordination and alignment of the North Central Coast RPU leadership is also intended to connect the labor force supply side with targeted sectors by aligning innovative approaches to removing employment barriers.

**2. TERM**

This Agreement shall be effective retroactive to March 7, 2023, and terminates on October 31, 2025, unless sooner terminated as provided herein.

**3. OPERATIONAL AND FISCAL PROVISIONS**

As the fiscal agent for the North Central Coast RPU, the MCWDB has been awarded \$1,150,000 of RERP funding for regional case management and training services to be allocated as follows:

<b>RERP WDB Participant Goals:</b>	<b>MCWDB</b>	<b>SCCWDB</b>	<b>SBCWDB</b>	<b>TOTALS</b>
Numbers to be Enrolled	49	49	23	121
Numbers to be Trained	42	32	16	90
<b>RERP Amounts Allocated to WDBs:</b>	<b>MCWDB</b>	<b>SCCWDB</b>	<b>SCCWDB</b>	<b>TOTALS</b>
Case Management @ \$3,500 ea.	\$ 171,500	\$ 171,500	\$ 80,500	\$ 423,500
Training@ \$4,500 ea.	\$ 189,000	\$ 144,000	\$ 72,000	\$ 405,000
Supportive Services	\$ 6,400	\$ 6,400	\$ 3,200	\$ 16,000
Certifications	\$ 18,665	\$ 14,000	\$ 7,335	\$ 40,000
Administration Funds	\$ 97,365	\$ 12,000	\$ 5,635	\$ 115,000
<b>Subtotals</b>	<b>\$ 482,930</b>	<b>\$ 347,900</b>	<b>\$ 168,670</b>	<b>\$ 999,500</b>
Staff Travel	\$ 1,500			\$ 1,500
Regional Meetings	\$ 4,500			\$ 4,500
Regional Organizer	\$ 64,500			\$ 64,500
<b>RERP Admin. Amount to be Allocated to North Central Coast Region Community Colleges</b>	\$ 80,000			\$ 80,000
<b>Total RERP Allocations</b>	<b>\$ 633,430</b>	<b>\$ 347,900</b>	<b>\$168,670</b>	<b>\$ 1,150,000</b>

<b>RERP Community College Administrative Services Allocations</b>	<b>Numbers to be Trained</b>	<b>Admin. \$</b>
Hartnell College	10	\$20,000
Monterey Peninsula College	32	\$20,000
Cabrillo College	32	\$20,000
Gavilan College	16	\$20,000
<b>Totals</b>	<b>90</b>	<b>\$80,000</b>

**MCWDB will:**

- A. Coordinate and communicate on regional grant activities with the North Central Coast RPU Entities for purposes of regional project management.
- B. Convene the North Central Coast RPU Entities for at least one (1) face-to-face meeting per quarter for a maximum of four (4) meetings per year.
- C. Collaboratively develop funding applications, work plans, and budgets for CWDB projects that require a regional approach.
- D. Provide oversight and guidance to the Regional Organizer for the North Central Coast RPU.
- E. Allocate \$80,000 in RERP administrative funding to the four (4) community college districts in the North Central Coast region.
- F. Reimburse North Central Coast RPU Entities for all activities and services required herein as prescribed in Exhibits A-1 through A-4 and Exhibit B, specifically:
  - 1. Reimburse SCCWDB in the maximum amount of \$347,900 for the workforce development activities and services described in Exhibit A-1, in accordance with the budget summary detailed in Exhibit B.
  - 2. Reimburse SBCWDB in the maximum amount of \$168,670 for the workforce development activities and services described in Exhibit A-2, in accordance with the budget summary detailed in Exhibit B.
- G. Retain a maximum amount of \$456,065 for the workforce development activities and services described in Exhibit A-3, in accordance with the budget summary detailed in Exhibit B.
- H. Retain a maximum amount of \$97,365 for the fiscal agent activities and administrative costs described in Exhibit A-4, in accordance with the budget summary detailed in Exhibit B.
- I. Track grant expenditures, prepare and submit reports to the CWDB, and monitor regional grant activities to ensure compliance with grant terms and conditions.

**North Central Coast RPU Entities designated in this Agreement will:**

- A. Provide services as specified in the applicable Exhibits A-1 through A-4, in accordance with the budget summary specified in Exhibit B.
- B. Conform to the nondiscrimination provisions of the Workforce Innovation and Opportunity Act (WIOA) and other federal nondiscrimination requirements as referenced in 29 CFR parts 37 and 38, as required pursuant to the CWDB's RERP agreement with MCWDB for the North Central Coast RPU Entities.
- C. Use Exhibit C – Monthly Invoices for monthly reimbursement requests.

**4. GENERAL PROVISIONS**

This Agreement constitutes the entire agreement and understanding between the parties, and supersedes any prior or contemporaneous agreement, or understandings, if any, regarding the subject matter of this Agreement. Any changes or modifications shall be accomplished only by a written amendment to the Agreement, executed by the duly authorized representatives of all parties.

## 5. NOTICES

Notices provided pursuant to this Agreement shall be given personally, by email or by regular mail addressed to each of the following:

SANTA CRUZ COUNTY  
Andy Stone, Director  
Santa Cruz County  
Workforce Development Board  
18 West Beach Street  
Watsonville, CA 95076  
Email:  
[Andy.Stone@santacruzcounty.us](mailto:Andy.Stone@santacruzcounty.us)  
(831) 763-8824

MONTEREY COUNTY  
Christopher Donnelly, Executive  
Director  
Monterey County  
Workforce Development Board  
344 Salinas Street, Suite 101  
Salinas, CA 93901  
Email:  
[DonnellyC@co.monterey.ca.us](mailto:DonnellyC@co.monterey.ca.us)  
(831) 759-6644

SAN BENITO COUNTY  
Enrique Arreola, Director  
San Benito County  
Workforce Development Board  
1111 San Filipe Road, Suite 108  
Hollister, CA 95023  
Email: [EArreola@cosb.us](mailto:EArreola@cosb.us)  
(831) 637-9293

## 6. INDEMNIFICATION AND INSURANCE

### A. Indemnification

Each North Central Coast RPU Entity shall indemnify, defend, and hold harmless the MCWDB, its officers, agents, and employees from any claim, liability, loss, injury or damage arising out of, or in connection with, performance of this Agreement by North Central Coast RPU Entities and/or their agents, employees or subcontractors, excepting only loss, injury or damage caused by the negligence or willful misconduct of personnel employed by the MCWDB. It is the intent of the parties to this agreement to provide the broadest possible coverage for the MCWDB. The North Central Coast RPU Entities shall reimburse the MCWDB for all costs, attorneys' fees, expenses and liabilities incurred with respect to any litigation in which the North Central Coast RPU Entities are obligated to indemnify, defend and hold harmless the MCWDB under this Agreement.

The MCWDB shall indemnify, defend, and hold harmless each North Central Coast RPU Entity, their officers, agents and employees from any claim, liability, loss, injury or damage arising out of, or in connection with, performance of this Agreement by the MCWDB and/or its agents, employees or subcontractors, excepting only loss, injury or damage caused by the negligence or willful misconduct of personnel employed by a North Central Coast RPU Entity. It is the intent of the parties to this Agreement to provide the broadest possible coverage for each North Central Coast RPU Entity. The MCWDB shall reimburse each North Central Coast RPU Entity for all costs, attorney's fees, expenses and liabilities incurred with respect to any

litigation in which the MCWDB is obligated to indemnify, defend and hold harmless each North Central Coast RPU Entity under this Agreement.

The indemnification obligations established by this Agreement shall survive the termination of this Agreement. These indemnification obligations extend to the expiration of the statute of limitations applicable to claims arising out of this Agreement.

## **B. Insurance**

Evidence of Coverage: Prior to commencement of this Agreement, each party to this Agreement shall provide a "Certificate of Insurance" or letter of self-insurance certifying that coverage has been obtained. Individual endorsements executed by the insurance carrier shall accompany the certificate. In addition, each party upon request shall provide a certified copy of the policy or policies.

Each party shall at all times during the term of this Agreement maintain in force the insurance coverage required under this Agreement. North Central Coast RPU Entities shall send, without demand by the other parties to this Agreement, annual certificates as directed above. If the certificate is not received by the expiration date, the other parties to this agreement shall notify the North Central Coast RPU Entity which has a lapse in verification. That entity shall have five calendar days to send in the certificate, evidencing no lapse in coverage during the interim. Failure by any of the parties to maintain such insurance is a default of this Agreement, which entitles each of the remaining parties to this Agreement, at their sole discretion, to terminate this Agreement immediately.

## **7. CONSTRUCTION, SEVERABILITY, AND INTERPRETATION OF AGREEMENT**

The North Central Coast RPU Entities agree that each party has fully participated in the review and drafting of this Agreement and that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in the interpretation of this Agreement or any amendment to this Agreement. In the event of any conflict or inconsistency between the provisions of this Agreement and the provisions of any exhibit or other attachment to this Agreement, the provisions of this Agreement shall prevail and control.

If any provision of this Agreement, or the application thereof to any person, place, or circumstances, shall be held by a court of competent jurisdiction to be invalid, unenforceable, or void, the remainder of this Agreement and such provisions as applied to other persons, places, and circumstances shall remain in full force and effect.

This Agreement shall be governed by and interpreted under the laws of the State of California and applicable federal law. Venue of litigation arising under this Agreement shall be in the Superior Court of California, Monterey County.

## **8. DUPLICATE COUNTERPARTS**

This Agreement may be executed in duplicate counterparts, each of which shall be deemed a duplicate original. The Agreement shall be deemed executed when it has been signed by all parties.

**9. EXHIBITS**

The following exhibits are attached hereto and incorporated by reference:

1. Exhibit A – Local Area Service Specifications:
  - A-1. Service Specifications for SCCWDB
  - A-2. Service Specifications for SBCWDB
  - A-3. Service Specifications for MCWDB
  - A-4. Service Specifications for MCWDB (fiscal agent)
2. Exhibit B – Project Budget Summary
3. Exhibit C – Monthly Invoice for RERP Services
4. Exhibit D – RERP Work Plan
5. Exhibit E – RERP Participant Plan

PER SIGNATURE, WE AGREE TO THE PROVISIONS OF THIS AGREEMENT.

Monterey County Board of Supervisors  
Chief Elected Official  
Monterey County Workforce Development Area

\_\_\_\_\_  
Chair, Monterey County Board of Supervisors

\_\_\_\_\_  
Date

\_\_\_\_\_  
Christopher Donnelly, Executive Director  
Monterey County Workforce Development Board

\_\_\_\_\_  
Date

Approved as to form:

\_\_\_\_\_  
Deputy County Counsel, Monterey County

\_\_\_\_\_  
Date

Santa Cruz County Board of Supervisors  
Chief Elected Official  
Santa Cruz County Workforce Development Area

\_\_\_\_\_  
Chair, Santa Cruz County Board of Supervisors

\_\_\_\_\_  
Date

\_\_\_\_\_  
Andy Stone, Director  
Santa Cruz County Workforce Development Board

\_\_\_\_\_  
Date

Approved as to form:

\_\_\_\_\_  
Deputy County Counsel, Santa Cruz County

\_\_\_\_\_  
Date

San Benito County Board of Supervisors  
Chief Elected Official  
San Benito County Workforce Development Area

\_\_\_\_\_  
Chair, San Benito County Board of Supervisors

\_\_\_\_\_  
Date

\_\_\_\_\_  
Enrique Arreola, Director  
San Benito County Workforce Development Board

\_\_\_\_\_  
Date

Approved as to form:

\_\_\_\_\_  
Deputy County Counsel, County of San Benito

\_\_\_\_\_  
Date

## EXHIBIT A-1

### Regional Equity and Recovery Partnerships Santa Cruz County Workforce Development Board Regional Service Specifications

March 7, 2023 through October 31, 2025

The Santa Cruz County Workforce Development Board (SCCWDB) will provide workforce development services in support of the Regional Equity and Recovery Partnership (RERP) grant, as specified below.

A. For the **RERP Grant**, SCCWDB will:

1. Provide RERP grant administration services in an amount not to exceed \$12,000.
2. Attend monthly partner meetings with other North Central Coast RPU WDB representatives and representatives of Cabrillo (Site 1), Gavilan (Site 2), Hartnell (Site 3), and Monterey Peninsula (Site 4) colleges.
3. Oversee contracted Goodwill Industries case managers using CalJOBS as the system of record to enroll forty-nine (49) participants representing one or more of the following target populations:
  - a. English Language Learners;
  - b. Homeless and Housing Insecure;
  - c. Immigrants;
  - d. Justice-Involved Individuals;
  - e. People with Disabilities;
  - f. Veterans;
  - g. Out-of-School Youth;
  - h. First Generation College Students;
  - i. Low Income Households; and
  - j. Dislocated Workers.
4. Oversee the provision of direct workforce development services and participant referrals to training services that may include some or all of the following:
  - a. Outreach and recruitment;
  - b. Intake;
  - c. Co-enrollment in WIOA;
  - d. Assessment of skill levels and interests;
  - e. Career exploration;
  - f. Job readiness, including prevocational skills training;
  - g. Work experience;
  - h. Occupational skills training;
  - i. On-the-Job Training;
  - j. Earn and learn services, including referrals to apprenticeships;
  - k. Intensive career coaching (case management);
  - l. Supportive Services; and
  - m. Job placement.

5. Achieve the following RERP project goals for Site 1 in support of the State-approved RERP Participant Plan included and incorporated herein as Exhibit E:

<b>Site 1 RERP Grant Outcomes</b>	<b>Goal</b>
Individuals Enrolled	49
Individuals Trained	34
Individuals Completing Training	24
Attained Industry Recognized Certificate or Credential	29
Career Advancement – Promotion in Employment (Incumbent Workers)	19
Employment (New Employees)	24
Industry/Sector Employment	20
State-Approved Apprenticeship	1

## EXHIBIT A-2

**Regional Equity and Recovery Partnerships  
San Benito County Workforce Development Board**  
Regional Service Specifications  
March 7, 2023 through October 31, 2025

The San Benito County Workforce Development Board (SBCWDB) will provide workforce development services in support of the Regional Equity and Recovery Partnership (RERP) grant, as specified below.

A. For the **RERP Grant**, SBCWDB will:

1. Provide RERP grant administration services in an amount not to exceed \$5,635.
2. Attend monthly partner meetings with other North Central Coast RPU WDB representatives and representatives of Cabrillo (Site 1), Gavilan (Site 2), Hartnell (Site 3), and Monterey Peninsula (Site 4) colleges.
3. Oversee contracted San Benito County Health and Human Services case managers using CalJOBS as the system of record to enroll twenty-three (23) participants representing one or more of the following target populations:
  - a. English Language Learners;
  - b. Homeless and Housing Insecure;
  - c. Immigrants;
  - d. Justice-Involved Individuals;
  - e. People with Disabilities;
  - f. Veterans;
  - g. Out-of-School Youth;
  - h. First Generation College Students;
  - i. Low Income Households; and
  - j. Dislocated Workers.
4. Oversee the provision of direct workforce development services and referrals to training services to enrolled RERP participants that may include some or all of the following:
  - a. Outreach and recruitment;
  - b. Intake;
  - c. Co-enrollment in WIOA;
  - d. Assessment of skill levels and interests;
  - e. Career exploration;
  - f. Job readiness, including prevocational skills training;
  - g. Work experience;
  - h. Occupational skills training;
  - i. On-the-Job Training;
  - j. Earn and learn services, including referrals to apprenticeships;
  - k. Intensive career coaching (case management);
  - l. Supportive Services; and
  - m. Job placement.

5. Achieve the following RERP project goals for Site 2 in support of the State-approved RERP Participant Plan included and incorporated herein as Exhibit E:

<b>Site 2 RERP Grant Outcomes</b>	<b>Goal</b>
Individuals Enrolled	23
Individuals Trained	16
Individuals Completing Training	11
Attained Industry Recognized Certificate or Credential	11
Career Advancement – Promotion in Employment (Incumbent Workers)	8
Employment (New Employees)	9
Industry/Sector Employment	5
State-Approved Apprenticeship	1

## EXHIBIT A-3

### Regional Equity and Recovery Partnerships Monterey County Workforce Development Board Regional Service Specifications March 7, 2023 through October 31, 2025

The Monterey County Workforce Development Board (MCWDB) will provide workforce development services in support of the Regional Equity and Recovery Partnership (RERP) grant, as specified below.

A. For the **RERP Grant**, MCWDB will:

1. Convene and attend monthly partner meetings with other North Central Coast RPU WDB representatives and representatives of Cabrillo (Site 1), Gavilan (Site 2), Hartnell (Site 3), and Monterey Peninsula (Site 4) colleges.
2. Oversee contracted Turning Point of Central California's case managers using CaJOBS as the system of record to enroll ten (10) participants representing one or more of the following target populations:
  - a. English Language Learners;
  - b. Homeless and Housing Insecure;
  - c. Immigrants;
  - d. Justice-Involved Individuals;
  - e. People with Disabilities;
  - f. Veterans;
  - g. Out-of-School Youth;
  - h. First Generation College Students;
  - i. Low Income Households; and
  - j. Dislocated Workers.
3. Oversee the provision of direct workforce development services and referrals to training services to enrolled RERP participants that may include some or all of the following:
  - a. Outreach and recruitment;
  - b. Intake;
  - c. Co-enrollment in WIOA;
  - d. Assessment of skill levels and interests;
  - e. Career exploration;
  - f. Job readiness, including prevocational skills training;
  - g. Work experience;
  - h. Occupational skills training;
  - i. On-the-Job Training;
  - j. Earn and learn services, including referrals to apprenticeships;
  - k. Intensive career coaching (case management);
  - l. Supportive Services; and
  - m. Job placement.

4. Achieve the following RERP project goals for Sites 3 and 4 in support of the State-approved RERP Participant Plan included and incorporated herein as Exhibit E:

<b>Site 1 RERP Grant Outcomes</b>	<b>Goal</b>
Individuals Enrolled	49
Individuals Trained	37
Individuals Completing Training	25
Attained Industry Recognized Certificate or Credential	24
Career Advancement – Promotion in Employment (Incumbent Workers)	4
Employment (New Employees)	29
Industry/Sector Employment	21
State-Approved Apprenticeship	1

## **EXHIBIT A-4**

**Regional Equity and Recovery Partnerships**  
**Monterey County Workforce Development Board**  
Regional Service Specifications: Fiscal Agent and Administration  
March 7, 2023 through October 31, 2025

The Monterey County Workforce Development Board (MCWDB) will provide fiscal agent and administrative services in support of the North Central Coast RPU's RERP activities, as specified below:

1. Provide RERP grant administrative and performance oversight services in an amount not to exceed \$97,365.
2. Convene and attend monthly partner meetings with North Central Coast RPU WDB representatives and representatives of Cabrillo (Site 1), Gavilan (Site 2), Hartnell (Site 3), and Monterey Peninsula (Site 4) colleges.
3. Act as fiscal agent for RERP funds, including accepting funds; allocating funds as directed by regional agreement; ensuring that all Local Workforce Area (LWA) subrecipients in the RPU who receive funding agree to report all regional expenditures; and completing fiscal and programmatic reporting.
4. Compile and submit reports of activities, expenditures, status of cash and closeout information by specific dates as prescribed by the State.
5. Report RERP expenditures to the CWDB, process North Central Coast RPU Entity(s) reimbursement requests, and track grant funds and expenditures.
6. Review all invoices and reports received from North Central Coast RPU Entities, verify compliance with grant requirements and this Agreement, and forward all invoices for reimbursement to the Fiscal Office of the MCWDB for payment.

## EXHIBIT B

### Project Budget Summary Regional Equity and Recovery Partnerships March 7, 2023 through October 31, 2025

<b>RERP Amounts Allocated to WDBs:</b>	<b>MCWDB</b>	<b>SCCWDB</b>	<b>SCCWDB</b>	<b>TOTALS</b>
Case Management @ \$3,500 ea.	\$ 171,500	\$ 171,500	\$ 80,500	\$ 423,500
Training@ \$4,500 ea.	\$ 189,000	\$ 144,000	\$ 72,000	\$ 405,000
Supportive Services	\$ 6,400	\$ 6,400	\$ 3,200	\$ 16,000
Certifications	\$ 18,665	\$ 14,000	\$ 7,335	\$ 40,000
Administration Funds	\$ 97,365	\$ 12,000	\$ 5,635	\$ 115,000
<b>Subtotals</b>	<b>\$ 482,930</b>	<b>\$ 347,900</b>	<b>\$ 168,670</b>	<b>\$ 999,500</b>
Staff Travel	\$ 1,500			\$ 1,500
Regional Meetings	\$ 4,500			\$ 4,500
Regional Organizer	\$ 64,500			\$ 64,500
<b>RERP Admin. Amount to be Allocated to North Central Coast Region Community Colleges</b>	<b>\$ 80,000</b>			<b>\$ 80,000</b>
<b>Total RERP Allocations</b>	<b>\$ 633,430</b>	<b>\$ 347,900</b>	<b>\$168,670</b>	<b>\$ 1,150,000</b>

**EXHIBIT C**

**Sample Invoice**  
**Regional Equity and Recovery Partnerships**  
March 7, 2023 through October 31, 2025

**Sample Invoice**

**Regional Equity and Recovery Partnerships 2023-25**

**Monterey County Workforce Development Board**

c/o Fiscal Manager  
344 Salinas St., Ste. 101  
Salinas, CA 93901

Invoice #: 100

Date:

Expenditure  
for  
the month of: Jul-23

**Agency:**

Name of Agency here  
Address of agency here  
City, State, Zip code

Budget Item	Current Expenditures	YTD Expenditures	Total Budget	Remaining Budget	% Expended
<b>A. Salaries and Fringe Benefits</b>					
Case Manager Salaries	\$0.00	\$0.00	\$0.00	\$0.00	0%
Case Manager Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0.00	0%
<b>B. Other Operating</b>					
Other (Specify)	\$0.00	\$0.00	\$0.00	\$0.00	0%
<b>C. Direct Participant Costs</b>					
Training	\$0.00	\$0.00	\$0.00	\$0.00	0%
Supportive Services	\$0.00	\$0.00	\$0.00	\$0.00	0%
Certifications	\$0.00	\$0.00	\$0.00	\$0.00	0%
Subtotal Direct Participant Costs	\$0.00	\$0.00	\$0.00	\$0.00	0%
<b>D. Indirect Costs/Administration</b>	\$0.00	\$0.00	\$0.00	\$0.00	0%
<b>TOTAL BUDGET</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0%</b>

Monthly Obligations:	
Monthly Program Income:	
Accrued Expenditures:	

## EXHIBIT D

## WORK PLAN

<b>Fiscal Agent:</b>	Monterey County Workforce Development Board
<b>Regional Planning Unit:</b>	Northern Central Coast RPU
<b>Project Name:</b>	Monterey Bay Collaborative

Grant Workplan (Activities & Outcomes)	Estimated Completion Dates
<p>If there is more than one project, then list each set of activities per quarter by Site 1, Site 2, Site 3 etc...</p> <p>For RPUs with more than five Local Boards - if your agency is acting as a sub-regional Fiscal Agent, only include activities for your portion of project</p>	
Quarter 1: December 2022 (1 month only)	
<b>Site 1:</b> Finalize any Agreements with Santa Cruz County WDB and Cabrillo College so course enrollments can begin for semester starting in January 2023.	12/31/2022
<b>Site 1:</b> Regionwide meeting with all stakeholders to review any questions/concerns prior to January roll-out of project.	12/31/2022
<b>Site 1:</b> Contractual Agreements with Monterey County Services Providers.	12/31/2022
Quarter 2: January 1, 2023 - March 31, 2023	
<b>Site 1:</b> Enroll and implement 1st cohort of classes at Cabrillo College.	3/31/2023
<b>Site 1:</b> Determine mid-way through quarter whether Summer Cohort of classes should be offered.	3/31/2022
Quarter 3: April 1, 2023 - June 30, 2023	
<b>Site 1:</b> Visit site with participants enrolled.	6/30/2023
<b>Site 1:</b> Hold Stakeholders meeting to gain understanding of progress in course selections.	6/30/2023
<b>Site 1:</b> Discuss quarter end accomplishment expectations.	6/30/2023
<b>Site 1:</b> Hold Zoom meeting with Service Provider, review CalJOBS to determine where technical assistance may be needed.	6/30/2023
<b>Site 1:</b> MIS to run reports for Quarter 2.	6/30/2023
Quarter 4: July 1, 2023 - September 30, 2023	
<b>Site 1:</b> Work with Stakeholders/Employers for Certificate completion and graduation of programs curricula and agenda.	9/30/2023
<b>Site 1:</b> Cohorts for Fall classes promoted.	9/30/2023
<b>Site 1:</b> Begin courses in Qtr 4 for IT Institute (7/5/23).	9/30/2023
<b>Site 1:</b> Enrollment to cohorts and with Service Providers for CalJOBS tracking.	9/30/2023
<b>Site 1:</b> MIS to run reports for Quarter 3.	9/30/2023

**WORK PLAN  
(Standard Agreement)**

<b>Grant Workplan (Activities &amp; Outcomes)</b> If there is more than one project, then list each set of activities per quarter by Site 1, Site 2, Site 3 etc...  For RPUs with more than five Local Boards - if your agency is acting as a sub-regional Fiscal Agent, only include activities for your portion of project	<b>Estimated Completion Dates</b>
<b>Site 1:</b> Quarterly reporting completed for Quarter 3.	9/30/2023
<b>Site 1:</b> Monitor of Service Provider to ensure data entry accuracy in CalJOBS.	9/30/2023
Quarter 5: October 1, 2023 - December 31, 2023	
<b>Site 1:</b> Course curriculum to continue this quarter.	12/31/2023
<b>Site 1:</b> MIS to run reports for Quarter 4 and to provide Administration information on all data entry to date.	12/31/2023
Quarter 6: January 1, 2024 - March 31, 2024	
<b>Site 1:</b> Another round of IT Institute (1/31/24) and Phlebotomy (1/22/24) for students desirious of learning skills through Cabrillo.	3/31/2023
<b>Site 1:</b> Fiscal Agent to monitor program service provider to ensure all data entry and activities have been entered to CalJOBS to date by quarter end of March 31, 2024.	3/31/2023
<b>Site 1:</b> Internal Audit of fiscal/Admin files to ensure all expenditures to date are accounted for.	3/31/2023
<b>Site 1:</b> MIS to run reports for Quarter 5.	3/31/2023
Quarter 7: April 1, 2024 - June 30, 2024	
<b>Site 1:</b> Visit all sites with participants enrolled.	6/30/2024
<b>Site 1:</b> Hold Stakeholders meeting to determine progress in course selections.	6/30/2024
<b>Site 1:</b> Discuss quarter end accomplishment expectations.	6/30/2024
<b>Site 1:</b> Hold meetings with Service Provider, review CalJOBS to determine where technical assistance may be needed.	6/30/2024
<b>Site 1:</b> MIS to run reports for Quarter 6.	6/30/2024
Quarter 8: July 1, 2024 - September 30, 2024	
<b>Site 1:</b> No new course offerings anticipated during Summer 2024, however that could change depending on # of enrollees to date to meet desired enrollments overall.	9/30/2024
<b>Site 1:</b> Advisory Committee/Stakeholders to meet to review accomplishments to date, what courses Cabrillo College may need to add based on continued Industry needs.	9/30/2024

**WORK PLAN  
(Standard Agreement)**

<b>Grant Workplan (Activities &amp; Outcomes)</b> If there is more than one project, then list each set of activities per quarter by Site 1, Site 2, Site 3 etc...  For RPUs with more than five Local Boards - if your agency is acting as a sub-regional Fiscal Agent, only include activities for your portion of project	<b>Estimated Completion Dates</b>
<b>Site 1:</b> Outreach to service provider to ensure they are up to date with data entries, offer technical assistance where requested.	9/30/2024
<b>Site 1:</b> MIS to run reports for Q7.	9/30/2024
Quarter 9: October 1, 2024 - December 31, 2024	
<b>Site 1:</b> Fiscal Agent to visit sites during quarter to support all curriculumms and offer any technical assistance that may be needed.	12/31/2024
<b>Site 1:</b> MIS to run reports for Quarter 8.	12/31/2024
Quarter 10: January 1, 2025 - March 31, 2025	
<b>Site 1:</b> to hold IT Institute 11 week course 2/1/2025 in Q10 with up to 15 participants should there be interest from students and Industry.	3/31/2025
<b>Site 1:</b> MIS to run reports for Q9.	3/31/2025
Quarter 11: April 1, 2025 - June 30, 2025	
Prepare <b>Site 1</b> for grant ending September 30, 2025.	6/30/2025
<b>Site 1:</b> Fiscal Agent to hold meetings with Cabrillo site for any additional technical assistance as grant winds down.	6/30/2025
<b>Site 1:</b> Fiscal Agent to hold meetings with all service providers to ensure all data entry to CalJOBS is up to date and accurate.	6/30/2025
<b>Site 1:</b> Technical Assistance available for any participants to grant.	6/30/2025
<b>Site 1:</b> MIS to run reports for Q10.	6/30/2025
Quarter 12: July 1, 2025 - September 30, 2025	
<b>Site 1:</b> Close out of all participants not previously closed out and in follow-up services.	9/30/2025
<b>Site 1:</b> Final monitoring of service provider CalJOBS data entry enrollments,	9/30/2025
<b>Site 1:</b> Audit of financials to ensure all invoicing and leverage/match is	9/30/2025
<b>Site 1:</b> Final close-out	9/30/2025

**WORK PLAN  
(Standard Agreement)**

<b>Fiscal Agent:</b>	Monterey County Workforce Development Board
<b>Regional Planning Unit:</b>	Northern Central Coast RPU
<b>Project Name:</b>	Monterey Bay Collaborative

<b>Grant Workplan (Activities &amp; Outcomes)</b> If there is more than one project, then list each set of activities per quarter by Site 1, Site 2, Site 3 etc...  For RPUs with more than five Local Boards - if your agency is acting as a sub-regional Fiscal Agent, only include activities for your portion of project	<b>Estimated Completion Dates</b>
Quarter 1: December 2022 (1 month only)	
<b>Site 2:</b> Finalize any Agreements with San Benito County WDB and Gavilan College so course enrollments can begin for semester starting in January 2023. <b>Site 2:</b> Regionwide meeting with all stakeholders to review any questions/concerns prior to January roll-out of project. <b>Site 2:</b> Contractual Agreements with Monterey County Services Providers.	12/31/2022
Quarter 2: January 1, 2023 - March 31, 2023	
<b>Site 2:</b> Enroll and implement 1st cohort of classes with Gavilan College. <b>Site 2:</b> Determine mid-way through quarter whether Summer Cohort of classes should be offered.	3/31/2023
Quarter 3: April 1, 2023 - June 30, 2023	
<b>Site 2:</b> Visit all sites with participants enrolled. <b>Site 2:</b> Hold Stakeholders meeting to gain understanding of progress in course selections. <b>Site 2:</b> Discuss quarter end accomplishment expectations. <b>Site 2:</b> Gavilan will offer accelerated Medical Assisting curriculum with 144 hours of instruction and 120 hours of internship beginning 6.11.23 through 10.29.23 for up to 10 participants. <b>Site 2:</b> Hold Zoom meetings with Service Providers, review CalJOBS to determine where technical assistance may be needed. <b>Site 2:</b> MIS to run reports for Quarter 2.	6/30/2023
Quarter 4: July 1, 2023 - September 30, 2023	

**WORK PLAN  
(Standard Agreement)**

<b>Grant Workplan (Activities &amp; Outcomes)</b> If there is more than one project, then list each set of activities per quarter by Site 1, Site 2, Site 3 etc...  For RPUs with more than five Local Boards - if your agency is acting as a sub-regional Fiscal Agent, only include activities for your portion of project	<b>Estimated Completion Dates</b>
<b>Site 2:</b> Work with Stakeholders/Employers for Certificate completion and graduation of programs curricula and agenda. <b>Site 2</b> to hold Welding, Phlebotomy and Cyber Security curriculum for up to 15 participants (5 per curriculum). <b>Site 2:</b> Enrollment to cohorts and with Service Providers for CalJOBS tracking. <b>Site 2:</b> MIS to run reports for Quarter 3. Quarterly reporting completed for Quarter 3. <b>Site 2:</b> Monitor of Service Providers to ensure data entry accuracy in CalJOBS.	9/30/2023
Quarter 5: October 1, 2023 - December 31, 2023	
<b>Site 2:</b> MIS to run reports for Quarter 4.	12/31/2023
Quarter 6: January 1, 2024 - March 31, 2024	
<b>Site 2:</b> Fiscal Agent to monitor program service providers to ensure all data entry and activities have been entered to CalJOBS to date by quarter end of March 31, 2024. <b>Site 2:</b> Internal Audit of Fiscal/Admin files to ensure all expenditures to date are accounted for. <b>Site 2:</b> MIS to run reports for Quarter 5.	3/31/2023
Quarter 7: April 1, 2024 - June 30, 2024	
<b>Site 2:</b> Visit site with participants enrolled. <b>Site 2:</b> Hold Stakeholders meeting to determine progress in course selections. <b>Site 2:</b> Discuss quarter end accomplishment expectations. <b>Site 2:</b> Hold meetings with Service Provider, review CalJOBS to determine where technical assistance may be needed.	6/30/2024
Quarter 8: July 1, 2024 - September 30, 2024	

**WORK PLAN**  
**(Standard Agreement)**

<p><b>Grant Workplan (Activities &amp; Outcomes)</b></p> <p>If there is more than one project, then list each set of activities per quarter by Site 1, Site 2, Site 3 etc...</p> <p>For RPUs with more than five Local Boards - if your agency is acting as a sub-regional Fiscal Agent, only include activities for your portion of project</p>	<p><b>Estimated Completion Dates</b></p>
<p>No new course offerings anticipated during Summer 2024, however that could change depending on # of enrollees to date to meet desired enrollments overall. Advisory Committee/Stakeholders to meet to review accomplishments to date, what courses Gavilan College may need to add based on continued Industry needs. Outreach to service provider to ensure they are up to date with data entries, offer technical assistance where requested. MIS to run reports for Q7.</p>	<p style="text-align: center;">9/30/2024</p>
<p>Quarter 9: October 1, 2024 - December 31, 2024</p>	
<p><b>Site 2:</b> Fiscal Agent to visit sites during quarter to support all curriculums and offer any technical assistance that may be needed.</p> <p><b>Site 2:</b> MIS to run reports for Quarter 8.</p>	<p style="text-align: center;">12/31/2024</p>
<p>Quarter 10: January 1, 2025 - March 31, 2025</p>	
<p><b>Site 2:</b> To offer Welding and Cyber Security in Q10 beginning 1.29.25 through 5.29.25 for up to 5 individuals (or more dependent on prior successful enrollments/completions).</p> <p><b>Site 2:</b> MIS to run reports for Q9.</p>	<p style="text-align: center;">3/31/2025</p>
<p>Quarter 11: April 1, 2025 - June 30, 2025</p>	
<p>Prepare <b>Site 2</b> for grant ending September 30, 2025.</p> <p><b>Site 2:</b> Fiscal Agent to hold meetings with site for any additional technical assistance as grant winds down.</p> <p><b>Site 2:</b> Fiscal Agent to hold meetings with all service providers to ensure all data entry to CalJOBS is up to date and accurate.</p> <p><b>Site 2:</b> Technical Assistance available for any participants to grant.</p> <p><b>Site 2:</b> MIS to run reports for Q10.</p>	<p style="text-align: center;">6/30/2025</p>
<p>Quarter 12: July 1, 2025 - September 30, 2025</p>	

**WORK PLAN  
(Standard Agreement)**

<p><b>Grant Workplan (Activities &amp; Outcomes)</b>            If there is more than one project, then list each set of activities per quarter by Site 1, Site 2, Site 3 etc...             For RPUs with more than five Local Boards - if your agency is acting as a sub-regional Fiscal Agent, only include activities for your portion of project</p>	<p><b>Estimated Completion Dates</b></p>
<p><b>Site 2:</b> Close out of all participants not previously closed out and in follow-up services.  <b>Site 2:</b> Final monitoring of service providers CalJOBS data entry enrollments, activities and follow-up services.  <b>Site 2:</b> Audit of financials to ensure all invoicing and leverage/match is submitted prior to grant term.  <b>Site 2:</b> Final close-out documents requirements sent to all participating in project so Fiscal/Admin can begin work on close-out documents.  <b>Site 2:</b> MIS to run final reports for grant close-out.</p>	<p align="center">9/30/2025</p>

**WORK PLAN**  
**(Standard Agreement)**

<b>Fiscal Agent:</b>	Monterey County Workforce Development Board
<b>Regional Planning Unit:</b>	Northern Central Coast RPU
<b>Project Name:</b>	Monterey Bay Collaborative

<b>Grant Workplan (Activities &amp; Outcomes)</b> If there is more than one project, then list each set of activities per quarter by Site 1, Site 2, Site 3 etc...  For RPUs with more than five Local Boards - if your agency is acting as a sub-regional Fiscal Agent, only include activities for your portion of project	<b>Estimated Completion Dates</b>
Quarter 1: December 2022 (1 month only)	
<b>Site 3:</b> Finalize any Agreements with Hartnell College in Monterey County and Project operators so course enrollments can begin for semester starting in January 2023. <b>Site 3:</b> Regionwide meeting with all stakeholders to review any questions/concerns prior to January roll-out of project. <b>Site 3:</b> Contractual Agreements with Monterey County Services Providers.	12/31/2022
Quarter 2: January 1, 2023 - March 31, 2023	
<b>Site 3:</b> Enroll and implement 1st cohort of classes with Hartnell College. <b>Site 3:</b> Determine mid-way through quarter whether Summer Cohort of classes should be offered.	3/31/2023
Quarter 3: April 1, 2023 - June 30, 2023	
<b>Site 3:</b> Visit site with participants enrolled. <b>Site 3:</b> Hold Stakeholders meeting to gain understanding of progress in course selections. <b>Site 3:</b> Discuss quarter end accomplishment expectations. <b>Site 3:</b> Hold Zoom meetings with Service Provider, review CalJOBS to determine where technical assistance may be needed. <b>Site 3:</b> MIS to run reports for Quarter 2.	6/30/2023
Quarter 4: July 1, 2023 - September 30, 2023	
<b>Site 3:</b> Work with Stakeholders/Employers for Certificate completion and graduation of programs curricula and agenda. <b>Site 3:</b> Cohorts for Fall classes promoted. Site 3 to begin courses in Qtr 4 for IT Institute (7/5/23). <b>Site 3:</b> Enrollment to cohorts and with Service Providers for CalJOBS tracking. Quarterly reporting completed for Quarter 3. <b>Site 3:</b> Monitor of Service Providers to ensure data entry accuracy in CalJOBS.	9/30/2023

**WORK PLAN**  
**(Standard Agreement)**

<b>Grant Workplan (Activities &amp; Outcomes)</b> If there is more than one project, then list each set of activities per quarter by Site 1, Site 2, Site 3 etc...  For RPUs with more than five Local Boards - if your agency is acting as a sub-regional Fiscal Agent, only include activities for your portion of project	<b>Estimated Completion Dates</b>
Quarter 5: October 1, 2023 - December 31, 2023	
<b>Site 3</b> will offer Welding and Mechatronics during this quarter with up to 10 participants going through CE training (8/28/23). <b>Site 3:</b> MIS to run reports for Quarter 4.	12/31/2023
Quarter 6: January 1, 2024 - March 31, 2024	
New cohort to begin for Spring 2024 in <b>Site 3:</b> Welding and Mechatronics. <b>Site 3:</b> Fiscal Agent to monitor program service providers to ensure all data entry and activities have been entered to CalJOBS to date by quarter end of March 31, 2024. <b>Site 3:</b> Internal Audit of fiscal/Admin files to ensure all expenditures to date are accounted for. <b>Site 3:</b> MIS to run reports for Quarter 5.	3/31/2023
Quarter 7: April 1, 2024 - June 30, 2024	
<b>Site 3:</b> Visit all sites with participants enrolled. <b>Site 3:</b> Hold Stakeholders meeting to determine progress in course selections. <b>Site 3:</b> Discuss quarter end accomplishment expectations. <b>Site 3:</b> Hold meetings with Service Provider, review CalJOBS to determine where technical assistance may be needed. <b>Site 3:</b> MIS to run reports for Quarter 6.	6/30/2024
Quarter 8: July 1, 2024 - September 30, 2024	
<b>Site 3:</b> No new course offerings anticipated during Summer 2024, however that could change depending on # of enrollees to date to meet desired enrollments overall. <b>Site 3:</b> Advisory Committee/Stakeholders to meet to review accomplishments to date, what courses Community Colleges may need to add based on continued Industry needs. Outreach to service providers across region to ensure they are up to date with data entries, offer technical assistance where requested. <b>Site 3:</b> MIS to run reports for Q7.	9/30/2024
Quarter 9: October 1, 2024 - December 31, 2024	

**WORK PLAN**  
**(Standard Agreement)**

<p><b>Grant Workplan (Activities &amp; Outcomes)</b></p> <p>If there is more than one project, then list each set of activities per quarter by Site 1, Site 2, Site 3 etc...</p> <p>For RPUs with more than five Local Boards - if your agency is acting as a sub-regional Fiscal Agent, only include activities for your portion of project</p>	<p><b>Estimated Completion Dates</b></p>
<p>Fiscal Agent to visit sites during quarter to support all curriculums and offer any technical assistance that may be needed. MIS to run reports for Quarter 8.</p>	<p>12/31/2024</p>
<p>Quarter 10: January 1, 2025 - March 31, 2025</p>	
<p><b>Site 3:</b> No new enrollments this quarter. <b>Site 3:</b> MIS to run reports for Q9.</p>	<p>3/31/2025</p>
<p>Quarter 11: April 1, 2025 - June 30, 2025</p>	
<p><b>Site 3:</b> Prepare Site Site 3 for grant ending September 30, 2025. <b>Site 3:</b> Fiscal Agent to hold meetings for any additional technical assistance as grant winds down. <b>Site 3:</b> Fiscal Agent to hold meetings with service providers to ensure all data entry to CalJOBS is up to date and accurate. <b>Site 3:</b> Technical Assistance available for any participants to grant. <b>Site 3:</b> MIS to run reports for Q10.</p>	<p>6/30/2025</p>
<p>Quarter 12: July 1, 2025 - September 30, 2025</p>	
<p><b>Site 3:</b> Close out of all participants not previously closed out and in follow-up services. <b>Site 3:</b> Final monitoring of service providers CalJOBS data entry enrollments, actiities and follow-up services. <b>Site 3:</b> Audit of financials to ensure all invoicing and leverage/match is submitted prior to grant term. <b>Site 3:</b> Final close-out documnts requirements sent to all paticipating in project so Fiscal/Admin can begin work on close-out documents. <b>Site 3:</b> MIS to run final reports for grant close-out.</p>	<p>9/30/2025</p>

**WORK PLAN**  
**(Standard Agreement)**

<b>Fiscal Agent:</b>	Monterey County Workforce Development Board
<b>Regional Planning Unit:</b>	Northern Central Coast RPU
<b>Project Name:</b>	Monterey Bay Collaborative

<b>Grant Workplan (Activities &amp; Outcomes)</b> If there is more than one project, then list each set of activities per quarter by Site 1, Site 2, Site 3 etc...  For RPUs with more than five Local Boards - if your agency is acting as a sub-regional Fiscal Agent, only include activities for your portion of project	<b>Estimated Completion Dates</b>
Quarter 1: December 2022 (1 month only)	
<b>Site 4:</b> Finalize any Agreements with Monterey Peninsula College and Project operators so course enrollments can begin for semester starting in January 2023. <b>Site 4:</b> Meeting with stakeholders to review any questions/concerns prior to January roll-out of project. <b>Site 4:</b> Contractual Agreements with Monterey County Services Providers.	12/31/2022
Quarter 2: January 1, 2023 - March 31, 2023	
<b>Site 4:</b> Enroll and implement 1st cohort of classes across region with all 4 Colleges including Cabrillo, Gavilan, Hartnell and Monterey Peninsula College. <b>Site 4:</b> Determine mid-way through quarter whether Summer Cohort of classes should be offered.	3/31/2023
Quarter 3: April 1, 2023 - June 30, 2023	
<b>Site 4:</b> Visit all sites with participants enrolled. <b>Site 4:</b> Hold Stakeholders meeting to gain understanding of progress in course selections. <b>Site 4:</b> Discuss quarter end accomplishment expectations. <b>Site 4:</b> Hold Zoom meetings with Service Providers, review CalJOBS to determine where technical assistance may be needed. <b>Site 4:</b> MIS to run reports for Quarter 2.	6/30/2023
Quarter 4: July 1, 2023 - September 30, 2023	

**WORK PLAN  
(Standard Agreement)**

<b>Grant Workplan (Activities &amp; Outcomes)</b> If there is more than one project, then list each set of activities per quarter by Site 1, Site 2, Site 3 etc...  For RPUs with more than five Local Boards - if your agency is acting as a sub-regional Fiscal Agent, only include activities for your portion of project	<b>Estimated Completion Dates</b>
<b>Site 4:</b> Work with Stakeholders/Employers for Certificate completion and graduation of programs curricula and agenda. <b>Site 4:</b> Enrollment to cohorts and with Service Providers for CalJOBS tracking. <b>Site 4:</b> MIS to run reports for Quarter 3. Quarterly reporting completed for Quarter 3. <b>Site 4:</b> Monitor of Service Providers to ensure data entry accuracy in CalJOBS.	9/30/2023
Quarter 5: October 1, 2023 - December 31, 2023	
<b>Site 4</b> will offer Culinary/Baking & Pastry curricula in this quarter (10/10/23). <b>Site 4:</b> Anticipated 10-15 participants for this curriculum. <b>Site 4:</b> MIS to run reports for Quarter 4.	12/31/2023
Quarter 6: January 1, 2024 - March 31, 2024	
<b>Site 4:</b> Site will offer Community Health Worker curricula in this quarter. <b>Site 4:</b> Fiscal Agent to monitor program service providers to ensure all data entry and activities have been entered to CalJOBS to date by quarter end of March 31, 2024. <b>Site 4:</b> Internal Audit of fiscal/Admin files to ensure all expenditures to date are accounted for. <b>Site 4:</b> MIS to run reports for Quarter 5.	3/31/2023
Quarter 7: April 1, 2024 - June 30, 2024	
<b>Site 4:</b> Visit site with participants enrolled. <b>Site 4:</b> Hold Stakeholders meeting to determine progress in course selections. <b>Site 4:</b> Discuss quarter end accomplishment expectations. <b>Site 4:</b> Hold meetings with Service Provider, review CalJOBS to determine where technical assistance may be needed. <b>Site 4:</b> MIS to run reports for Quarter 6.	6/30/2024
Quarter 8: July 1, 2024 - September 30, 2024	

**WORK PLAN**  
**(Standard Agreement)**

<p><b>Grant Workplan (Activities &amp; Outcomes)</b></p> <p>If there is more than one project, then list each set of activities per quarter by Site 1, Site 2, Site 3 etc...</p> <p>For RPUs with more than five Local Boards - if your agency is acting as a sub-regional Fiscal Agent, only include activities for your portion of project</p>	<p><b>Estimated Completion Dates</b></p>
<p><b>Site 4:</b> No new course offerings anticipated during Summer 2024, however that could change depending on # of enrollees to date to meet desired enrollments overall.</p> <p><b>Site 4:</b> Advisory Committee/Stakeholders to meet to review accomplishments to date, what courses Community Colleges may need to add based on continued Industry needs.</p> <p><b>Site 4:</b> Outreach to service providers across region to ensure they are up to date with data entries, offer technical assistance where requested.</p> <p><b>Site 4:</b> MIS to run reports for Q7.</p>	<p style="text-align: center;">9/30/2024</p>
<p>Quarter 9: October 1, 2024 - December 31, 2024</p>	
<p><b>Site 4:</b> Forestry Corps Training Program start up 10/1/24 for 20 weeks. Anticipate up to 15 students. This is in high demand by Industry so anticipate enrollments will come from all 3 counties in region.</p> <p><b>Site 4:</b> Fiscal Agent to visit sites during quarter to support all curriculums and offer any technical assistance that may be needed.</p> <p><b>Site 4:</b> MIS to run reports for Quarter 8.</p>	<p style="text-align: center;">12/31/2024</p>
<p>Quarter 10: January 1, 2025 - March 31, 2025</p>	
<p><b>Site 4:</b> Continued course curricula in Culinary/Baking &amp; Pastry and Community Health Worker this quarter.</p> <p><b>Site 4:</b> MIS to run reports for Q9.</p>	<p style="text-align: center;">3/31/2025</p>
<p>Quarter 11: April 1, 2025 - June 30, 2025</p>	
<p>Prepare <b>Site 4</b> for grant ending September 30, 2025.</p> <p><b>Site 4:</b> Fiscal Agent to hold meetings for any additional technical assistance as grant winds down.</p> <p><b>Site 4:</b> Fiscal Agent to hold meetings with all service providers to ensure all data entry to CalJOBS is up to date and accurate.</p> <p><b>Site 4:</b> Technical Assistance available for any participants to grant.</p> <p><b>Site 4:</b> MIS to run reports for Q10.</p>	<p style="text-align: center;">6/30/2025</p>
<p>Quarter 12: July 1, 2025 - September 30, 2025</p>	

**WORK PLAN  
(Standard Agreement)**

<p><b>Grant Workplan (Activities &amp; Outcomes)</b>            If there is more than one project, then list each set of activities per quarter by Site 1, Site 2, Site 3 etc...             For RPU's with more than five Local Boards - if your agency is acting as a sub-regional Fiscal Agent, only include activities for your portion of project</p>	<p><b>Estimated Completion Dates</b></p>
<p><b>Site 4:</b> Close out of all participants not previously closed out and in follow-up services.  <b>Site 4:</b> Final monitoring of service providers CalJOBS data entry enrollments, activities and follow-up services.  <b>Site 4:</b> Audit of financials to ensure all invoicing and leverage/match is submitted prior to grant term.  <b>Site 4:</b> Final close-out documents requirements sent to all participating in project so Fiscal/Admin can begin work on close-out documents.  <b>Site 4:</b> MIS to run final reports for grant close-out.</p>	<p align="center">9/30/2025</p>

**EXHIBIT E  
PARTICIPANT PLAN  
(Standard Agreement)**

<b>Fiscal Agent:</b>	Monterey County Workforce Development Board
<b>Regional Planning Unit:</b>	Northern Central Coast RPU
<b>Project Name:</b>	Monterey Bay Collaborative

**For RPUs with less than five Local Boards - include the totals for entire project. Breakdowns will be captured on other exhibits.**

**For RPUs with more than five Local Boards - if your agency is acting as a sub-regional Fiscal Agent, then the amounts should only include your totals (not the whole project for the RPU).**

	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12	TOTALS
	12/2022 (1 month)	1/1/23 - 3/31/23	4/1/23 - 6/30/23	7/1/23 - 9/30/23	10/1/23 - 12/31/23	1/1/24 - 3/31/24	4/1/24 - 6/30/24	7/1/24 - 9/30/24	10/1/24 - 12/31/24	1/1/25 - 3/31/25	4/1/25 - 6/30/25	7/1/25 - 9/30/25	

Participants to be Served													
<b>Individuals Enrolled</b>	<b>0</b>	<b>40</b>	<b>40</b>	<b>60</b>	<b>60</b>	<b>105</b>	<b>105</b>	<b>115</b>	<b>115</b>	<b>121</b>	<b>121</b>	<b>121</b>	<b>121</b>
<b>Training</b>													
<b>Enrolled in Training</b>	0	28	28	39	39	56	56	70	70	70	87	87	<b>87</b>
<b>Completed Training</b>	0	0	0	21	21	21	42	42	50	50	60	60	<b>60</b>
<b>Attained Industry-Identified Certificate or Credential</b>	0	0	0	15	15	21	21	43	43	54	54	64	<b>64</b>
<b>Placement</b>													
<b>Postsecondary Education</b>	0	0	0	0	2	4	4	4	4	7	7	10	<b>10</b>
<b>State-Approved Apprenticeship</b>	0	0	0	0	1	1	2	2	2	2	2	3	<b>3</b>
<b>Career Advancement - Promotion in Employment (Incumbent Workers)</b>	0	0	0	5	5	5	12	12	24	24	31	31	<b>31</b>
<b>Employment (New Employees)</b>	0	0	0	15	15	15	27	27	40	50	50	62	<b>62</b>
<b>Add breakdown below</b>													
<b>Industry/Sector New Employment (placed in industry trained for)</b>	0	0	0	14	14	14	21	21	35	35	39	46	<b>46</b>
<b>Non-Industry/Sector New Employment (Other)</b>	0	0	0	1	1	4	5	6	6	7	7	8	<b>8</b>