


**Workforce Innovation and Opportunity Act
Veterans' Employment-Related Assistance Program 2018-19
COVER/SIGNATURE PAGE**

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Proposal No. _____	
<input type="checkbox"/> Local Area	<input type="checkbox"/> Non-Local Area

Veterans' Employment-Related Assistance Program				Funding	
				Requested Funding	\$ 500,000
				Amount of Match (Cash or in/kind match)*:	\$ 200,000
				Total Project Amount:	\$ 700,000
Organization (applicant) Name		Workforce Development Board of Ventura County			
Address		855 Partridge Drive			
City & Zip Code		Ventura 93003			
County		Ventura County			
Designated Contact Person and Title		<input checked="" type="checkbox"/> Mr. or <input type="checkbox"/> Ms. Jeff Landis			
Telephone	805-477-5444	Fax	805-477-5490	E-mail	Jeff.Landis@ventura.org
Type of Organization	<input type="checkbox"/> Private For-Profit	<input checked="" type="checkbox"/> Governmental Agency	<input type="checkbox"/> Private Non- Profit		
(Check One)	<input type="checkbox"/> Education Agency	<input type="checkbox"/> Other (Describe)			
IRS Tax ID Number	95-6000944	California Tax ID Number			
Proposal Title		VC VETS			
Approval of Authorized Representative (Submit two original signature copies)					
Name: Barry L. Zimmerman					
Title: Director		Signature		Date	
				12-21-2018	

*Amount of Match must at least equal the Requested Funding

Proposal Summary

Applicant Name	Workforce Development Board of Ventura County
Industry of Focus: 1) Healthcare (which may include mental health services, alcohol and drug counselors, nurses, nursing assistants), 2) Professional services (which may include STEM focused occupations, renewable energy, manufacturing and security), 3) Educational services (which may include teachers, behavior interventionist, special education support) and 4) Business services (which may include administrative support, book keeping, accounting).	
Targeted Participants to be Served: The VC VETS Program will serve a diverse set of Veterans entering the workforce and in some cases newly reintegrating into the community upon discharge from the military. In addition to the diverse set of Veterans needing employment services, the VC VETS Program will focus and reach out to specifically those Veterans with significant barriers. These Veterans may have disabilities, experiencing homelessness, an offender who is currently incarcerated or recently released from incarceration or low-income. Women and minorities would fall into this group. The County of Ventura Human Services Agency, the operator of WIOA is very well positioned to address many of these specific needs. Integration between the WIOA program and assistance programs are already in place.	
Key Partner Highlights Key partners in this project have significant experience working with Veterans and providing employment and support services; EDD- Jobs for Veterans State Grant, EDD- Wagner Peyser, County of Ventura, Veteran Services Office/Ventura Veterans Collaborative, WIOA-Title I, Economic Development Collaborative, Ventura Adult and Continuing Education	
Project Description The Ventura County Veterans Employment and Training Success Program (VC VETS) is a program that will focus on serving Veterans who are seeking employment. The assigned VC VETS Staff, the Veteran Employment Services Officer (VESO) will be the most critical role in this program; effectively communicating and interacting with the Veterans as only Veterans can do. The VESO will serve as the Veteran's "navigator" skillfully and efficiently guiding and supporting the Veteran through the program, starting with the development of an Individual Employment Plan (IEP) that may include addressing basic needs and connections with other veteran service organizations. Skill building which may be addressed through one on one mentoring, workshops and the on the job training will be offered. In parallel, case management to address food insecurities, housing and other barriers would be addressed with other service providers. All services will be delivered in a Trauma Informed Services delivery model.	
Proposed Outcomes The proposed outcome is to address capacity gaps for each Veteran which will increase their marketability. In addition, through the VC VETS program, baseline needs such as housing and other basic needs would be addressed in parallel through integrated case management and strong partnerships. With this VC VETS grant, 55 Veterans will be served.	



STATE USE ONLY	Form A
Subgrant Number:	
Project Number:	
Initial Plan:	Month/year
Project Modification Date:	Month/year

**Workforce
Development Board
Ventura County**

Section I–Statement of Need

I.1. Targeted Region

Targeted Region:

The targeted region for the Ventura County Veterans Employment & Training Success (VC VETS) Program is the local Workforce Development Area of Ventura County. Ventura County is located along the southern coast of California, North of Los Angeles County. With a population of more than 841,000 (point2homes.com) the County ranks tenth in population size of California's 50 counties. The county spans 1,864 square miles and includes Naval Base Ventura County, the Air National Guard Base and ten incorporated cities. Households in Ventura County have a median annual income of \$77,244, which is more than the median annual income in the United States. The majority of the 30,000 employers in Ventura County are small and medium sized businesses. The top industries by employment are: Management (including business and financial operations, computer and mathematical), Community and Social Service, Education, Training and Library Services, Healthcare (including practitioners, technical and support), Office and Administrative Support and Manufacturing (including production, installation, maintenance and repair). In November 2018, the veteran unemployment rate was 6.7% compared to 3.1% of the civilian population. In Ventura County (EDD, LMID and US Census Bureau, 2012-2016 American Community Survey) and per EDD UI information, 727 veterans in Ventura County are receiving unemployment insurance benefits, 221 were assessed at the AJCC and of those, 10 are Chapter 31 (80% to 100% disability rating) and, an additional 41 are eligible spouses of veterans. The non-veteran unemployment rate for November 2018 was 3.4 % (not seasonally adjusted- EDD). The data suggests veterans in Ventura County are unemployed at nearly twice the rate of the general population and the demand for services outpaces the current training resources available to serve this population.

Veterans in the Region

There are approximately 42,383 Veterans in Ventura County (CACVSO and CalVET 2017 Annual Report). Ventura County is the home of Naval Base Ventura County (NBVC) which has 80 tenant commands and supports over 20,000 total jobs, including direct, indirect and induced jobs, including those employees who live outside of Ventura County. NBVC has 5,700 active and 2,500 reserve ready personnel (NBVC 2018). The Air National Guard base in Camarillo has 1,000 Guardsmen. Because of the strategic importance of NBVC and the ANG Base, Camarillo; Ventura County is home to one of the larger concentrations of Veterans in the state. NBVC is also the largest employer in Ventura County.

Unmet Need

Veterans in Ventura County currently receive support services from NBVC through the Transitional Assistance Program (TAP) and from the Employment Development Department (EDD) and the County of Ventura, Human Services Agency, Veteran Services Office. Veterans also have access to services through the America's Job and Career Center (AJCC). However, there are no job training funds specifically designated for Veterans. Though veterans often demonstrate a maturity and work ethic appealing to local employers, they may lack basic skills, certifications, or education that will enable them to secure and succeed at civilian jobs. Designated training funds would enable the WIOA funded program operations staff at the AJCC to continue to assess individual strengths and needs, identify job opportunities, connecting Veterans to a network of training resource and support services specifically for Veterans.

I.2. Targeted Industry Sector

The members of the Workforce Development Board of Ventura County are committed to supporting a high-quality, appropriately skilled workforce that is ready and able to support the changing business needs of local employers in a dynamic, competitive, global economic environment. Building sector strategies is one of seven key strategies for the WDBVC. Using economic and labor market data, The WDBVC has identified four industry sectors that are best positioned within Ventura County to make gains in jobs and income; Health Care, Business Services, Manufacturing and Clean/Green Industries. Based on these priority areas identified by WDBVC as well as data provided by the Labor Market Information of EDD and the Vocational Rehab Department for the Veterans Administration the following sectors were identified as targeted sectors for the VC VETS program: 1) Healthcare (which may include mental health services, alcohol and drug counselors, nurses, nursing assistants), 2) Professional services (which may include STEM focused occupations, renewable energy, manufacturing and security), 3) Educational services (which may include teachers, behavior interventionist, special education support) and 4) Business services (which may include administrative support, book keeping, accounting).

I.3. Employment Opportunities/Skills Gap

According to the EDD's Labor Market Information Division, educational services (such as healthcare, and social assistance) is projected to add the most jobs for the Oxnard-Thousand Oaks-Ventura Metropolitan Statistical Area (Ventura County). Between 2014-2024 this sector is projected to have an annual growth of 2.5 percent. For example, Licensed Practical and Licensed vocational nurses are one of the fastest growing jobs at 38.3% or 380 jobs, medical assistants will see an increase in 1,240 jobs. The need for Nursing assistants are expected to increase by 650 jobs. These education services (including private healthcare and social assistance) at 41,600 jobs in 2014 are expected to have as many as 10,500 more jobs within the 20-year span. 2014-2024 Industry Employment projections for Ventura county also indicate professional, scientific and technical services estimate 15,900 current jobs with a projected employment increase to 19,100 or a 20% change. Business Operations Specialists currently are estimated at 17,740 employees or positions, and is expected to increase to 20,200 with a 13.3% change over the same time period. Computer and Mathematical occupations should increase 18.3% or see a numeric change of 130 jobs. Skills gap between what is needed by the industry and the skill levels of veterans:

When job searching, the concerns that veterans face represent a full spectrum of worries. They range from negative stereotypes about the mental health of veterans to the fact that military jobs often don't translate well into the business world. And translating these existing skills from the military culture/environment/jargon to the civilian culture/environment/jargon is one of the most common skill gaps that recently transitioning veterans will face. They possess such valuable skills, however are unsure or unskilled at expressing these transferrable skills onto paper or verbally, during an interview. Any gaps that may exist between the veteran's military-trained skills and the employer needs can be mitigated through vocational or on-the-job training. Job preparation assistance and job search assistance is also provided by the Ventura County AJCC and all partners, so that these veterans can obtain the necessary soft skills, job search, interviewing and vocational skills to match the needs of the employer.

Section II–Target Group

II.1. Target Group Description

The VC VETS Program will serve a diverse set of Veterans entering the workforce and in some cases newly reintegrating into the community upon discharge from the military. In addition to the diverse set of Veterans needing employment services, the VC VETS Program will focus and reach out to specifically those Veterans with significant barriers. These Veterans may have disabilities, be experiencing homelessness, be an offender who is currently incarcerated or recently released from incarceration or low-income. Women and minorities would fall into this group. All Veterans seeking assistance with training and employment would benefit from receiving services via a trauma informed service delivery approach. In social services, education, corrections and health care, trauma informed service delivery has become a universal precaution and practice in an effort to better engage with individuals seeking support and/or assistance. This is even more applicable when serving Veterans. According to a Congressional Briefing on Veterans and Family Safety- Addressing Combat Stress and Trauma (October 2008) about 20% of individuals who have served in recent combat campaigns, suffer from PTSD or depression. Of those who demonstrated signs of PTSD or depression, only a quarter of these individuals sought help. While this number reflects those with PTSD, there are still many more returning veterans that have less severe, but still significant trauma wounds from combat that affect their lives, relationships, and future including securing employment. In addition to adhering to the principles of trauma informed service delivery, it is recognized there are specific characteristics and barriers associated with each subgroup that will require specific services and support.

Veterans with barriers, many of whom are physically and/or mentally disabled, require intensive services to cope with a range of challenges which may include substance abuse, PTSD and homelessness. According to the 2017 County wide Homeless Count, there were 87 Veterans experiencing homelessness. Housing is the most important support service needed in Ventura County. The VC VETS Program administered by the Ventura County Human Services Agency (VC HSA) will work seamlessly with the County Homeless Services Program as well as the Community Services Department also administered by VC HSA to secure basic needs such as housing and access to CalFresh, General Relief and assistance to securing disability benefits through the Housing and Disability Advocacy Program.

II. 2. Outreach/Recruitment of Target Population

The County of Ventura, Veteran Services Office (VC CVSO) will provide outreach and referrals. The County of Ventura Veteran Services Office is the primary and premier access point to Federal VA and CalVETS (state) benefits. This office serves the entire County with 11 field offices throughout the county. The VC CVSO recently took over the operation of the Ventura County Veterans Collaborative (VCVC) which is a Veterans advocacy group made up of over 99 different Veteran service providers and advocacy groups including other community based organizations who also support Veterans and their families. The VCVC helps to coordinate and access services for military personnel and their families. Through partnership with the VC CVSO, the VCVC provides networking opportunities, information on jobs and support services provided by other Veteran services groups. The VCVC will be a very effective and expansive vehicle to reach Veterans and to connect Veterans to various service providers who specifically support Veterans. In order to be a member of the VCVC, organizations must apply and meet very specific standards of service for Veterans. The VCVC is a highly respected organization from a community and Veterans perspective. The VC CVSO has well established partnerships and collaborations with other Veterans organizations that will also make referrals to this program. The America's Job and Career Center operated by the Human Services Agency will also provide a central site to provide VC VETS services. The office is central within the county co-located with EDD JVSG services. JVSG include co-enrollment opportunities for disabled veterans through the DVOP/LVER and Wagner-Peyser services. The AJCC and EDD staff will also be a key source of referrals, including Salvation Army Haven, Adult Education and from 19 partners either on-site or via referral. The AJCC also serves as a hub for key employment expos, conferences and other employment events. Outreach for the VC VETS program includes facilitating business forum presentations, job fair exhibits and workshops, direct mail, media coverage, ad placements, online banners websites, brochures and flyers.

II.3. Veterans with Significant Barriers

Planned Total Number of Veterans to be Served	Planned Number of Veterans with Significant Barriers to be Served	Percentage of Veterans with Significant Barriers Total Number Served
55	16	30%

Section III—Project Plan

III.1. Service Approach

The service approach for the VC VETS Program is designed to maximize and leverage existing proven practices of employment services and training delivery through our WIOA program. The WIOA team successfully administered a previous VEAP grant in 2011 meeting all performance measures. The WIOA team administering this program is now a part (effective October 2017) of the Adult and Family Services (AFS) Department within the Ventura County Human Services Agency. Within AFS, the Homeless Services Team and the Veteran Services Team are also programs which have already established cross functionality in working together to support common clients. This proposed VC VETS Program will focus on establishing, enhancing and growing professional skills and behavior resulting in an Individual employment plan that is customized for each Veteran. VC VETS will connect Veterans with employers that

maximize on the strengths of the Veteran, while meeting the employer's needs. The Veterans Employment Services Officer will also assess and address the Veteran's basic needs. The VC VETS program will be integrated into the AFS multi-disciplinary service model which facilitates seamless, coordinated and robust services, resources and case management to meet their basic needs as well as their employment needs. With the recent establishment of the AJCC which is also operated by the VC HSA, service delivery and integration in addressing basic and occupational skills needed within the four sectors of choice would also be seamless. Veterans must also understand how to translate the skills they acquired while serving in the military. These skills aren't necessarily the specific, technical training skills received while in the service. Rather, they are the abilities gained by working in a formally structured, disciplined environment. Military soft skills are ones that employers seek in candidates and have learned they can expect to find in veterans. A key component of the VC VETS program will be the role of the Veterans Employment Services Officer (VESO). This position will require the individual recruited has expertise in both employment services who is also a Veteran. The VESO will also be trained in assessing employment, training as well as accessing Veteran support services including connecting with the VA or CalVET. The key conduit to the VC VETS program will be the VESO who will quickly connect with Veterans in a way only Veterans can connect. Having a Veteran serve in this role will also assist in delivering trauma informed services due to the empathy and experience the VESO will bring to the table with the VC VETS client.

III.2. Certified Training

Vocational Training statistics (from CalJOBS) from the past two program years (PY16/17 and 17/18) demonstrate that training being offered is in line with the WDB-VC identified sectors. For this proposed grant, targeted sectors include Healthcare, Professional services (including security, STEM, and manufacturing), Educational services and Business services. Over the course of the past two years, occupational training was offered: 29 percent of training was in administrative support (professional and educational services), 17 percent was in project management/management (professional services and STEM areas), 16 percent was in manufacturing and machining (professional services, including manufacturing), 14 percent was in information technology (professional and business services) and 13 percent was in healthcare. These occupational sector training lead to competitive wages for the Ventura County area. With the different training offered by the WDB-VC, the local area has exceeded WIA /WIOA Title I performance outcomes for placement, average wages and retention. Although not exhaustive, below is a chart of the most common training components and their industry-recognized credentials

Training Component	Training Provider	Length of Training	Industry-Recognized Certificate Or Degree
Google Academy	Ventura Adult Education	12 weeks (minimum)	Computer Literacy/Google Suite
Project Management	AAA Institute	6 weeks	American National Standards Institute

			(ANSI) and International Organization for Standardization (ISO) 17024.
Security Guard	Covered 6	4 weeks	State certified guard "card"
Welding	Simi Valley Adult Education, Ventura Community College, Oxnard Adult Education	12 months	State certified "SMAW", MIG, TIG, etc.
Certified Nurse Assistant	Ventura Training Institute, Trinity School of Nursing	6 weeks	State Certified Nursing Assistant
Microsoft Certification	Ventura Adult and Continuing Education	16 weeks	Microsoft certification (Industry recognized credential)

III.3. Occupational/Wage Range

Vocational Training statistics (from CalJOBS) from the past two program years (PY16/17 and 17/18) demonstrate that training being offered is in line with the WDB-VC identified sectors. Wage range for above training occupations are shown below and are taken from both CalJOBS and O*net online. For this proposed grant, targeted sectors include Healthcare, Professional services, Educational services and Business services. Over the course of the past two years, occupational training was offered: 29 percent of training was in administrative support (professional and educational services), 17 percent was in project management/management (professional services and STEM areas), 16 percent was in manufacturing and machining, 14 percent was in information technology (professional and business services) and 13 percent was in healthcare. These occupational sector training lead to competitive wages for the Ventura County area. With the different training offered by the WDB-VC, the local area has exceeded WIA /WIOA Title I performance outcomes for placement, average wages and retention. Although not exhaustive, below is a chart of the most common training programs and their expected wage range:

Occupations and Explanation	Expected Wage Range
Project Management	\$44,680 - \$139,390
Security Guard	\$21,930 - \$47,300
Welding	\$26,750 - \$69,780
Secretaries, Administrative Assistants	\$25,600 - \$60,780

III.4. Employer Outreach/Recruitment

The WIOA Team has on staff 5 Account Executives who have established portfolios of employers who they are successfully working with today. We will engage with these employers specifically to work with Veterans and expand the current portfolio to include employers from the four sectors identified as the focus area. The WDBVC has established four committees made up of employers within those sectors who advise on employment and recruitment strategies as well as actively recruit from the WIOA client population as appropriate. The committees are as follows; The Business Services Committee, Green/Clean Committee, Health Care Committee and Manufacturing Committee. The membership of these committees include small locally owned business and national corporations. It is important to note, in Ventura County, the majority of employers have 50 or fewer employees and benefit greatly from a program that serves as "their HR Department". WDBVC committees and AJCC partner meetings will identify new ways for core programs to add-value to our business customers, so that they can use the AJCC system to fill their vacancies and/or upskill current workforce to be competitive in the local and global economy. The VC VETS program would be a program these committees would focus on supporting.

III.5. Occupational Skills

Transferable skills will be identified through the assessment process. VC VETS staff will use the outcomes of the assessment to determine transferable skills for civilian jobs. Those assessments are linked to occupations, and employers themselves played a key role in determining what skills were needed for specific jobs. Working with the Veterans Employment Services Officer, a veteran will be able to determine what skills and what level of skills are commonly required for a particular job, determine skills gaps and then pursue the training needed to qualify. The AJCC can utilize both technology and professional relationships with the employer community to continue the process of identifying the veteran's transferrable skills and training/employment skills gaps. Utilizing CalJOBS, Onet online, and with input by the local employer community, military experience-to-civilian jobs can be cross-walked. Gaps between the individual's skills set and the requirements of the target occupation can be identified and subsequently, training needs (i.e., occupational training or on-the-job training) can then be identified. Supportive services may also need to be identified in order to fill any training or work-related needs of the veteran job seeker.

III.6. Service Delivery Plan

The Veteran Services Office (VSO) and its many Veteran Collaborative of Ventura County (VCVC) partners will assist the Veteran Employment Services Officer (VESO) help veterans overcome barriers to employment. This will be accomplished through an awareness campaign to make disabled veterans, justice-involved veterans, and transitioning military personnel aware of VC-VETS program. The VSO and VCVC will also connect the population with a variety programs ranging from VA benefits like disability compensation (monthly income), discharge upgrades, medical and mental health care, substance abuse counseling, housing, emergency financial assistance, free legal advice, financial counseling, and more. The VESO in partnership with the client/veteran will develop an individual employment plan (IEP). The VESO will support the client/veteran with the steps necessary to work the IEP and will provide

direct connections with other resources that have been identified as part of the plan. The VESO will work with our WIOA team with job placement. The VESO will also assist in connecting the client/veteran with resources that may address other key needs that will support securing and sustaining employment and housing.

III.7. WIOA Governor's Discretionary and Match Funds

The VC VETS will effectively use the Governor's Discretionary and matching funds by leveraging partner resources and braiding/blending these with WIOA Title I core formula funds. The referrals from multiple partner resources, including EDD, DOL JVSG (DVOP and Wagner-Peyser services) and access to a variety of partner services funded by Adult Education, Title II, Department of Rehabilitation and community resources operating under the Human Services Agency's network of services providing services to veterans. The VC VETS provides funding to effectively coordinate the appropriate resources necessary to address the individual employment and training needs of veterans who seek to effectively transition from military occupations to civilian labor force. The VESO will seek and incorporate the appropriate elements into the veteran's Individual Employment Strategy that incorporates multiple funding resources to streamline and enhance the partner coordination and avoid duplication of effort. Title I funds augment the training resources, opportunities and provides additional funding to continue services for a period beyond the end of the grant term. We plan to examine the success of this program and explore long term program sustainability options.

III.8. Project Work Plan

Quarter 1 (April 1-June 30, 2019)

- During the first quarter of the VC VETS program, a meeting will be held among the main partners of the program (i.e. County of Ventura, Human Services Agency, EDD, Ventura County Veterans' Collaborative, and Ventura Adult and Continuing Education
- A background orientation and project plan will be presented, discussed and agreed upon by all the members. Roles and responsibilities will also be discussed and agreed-upon at this time.
- An outreach and recruitment plan will also be established and implemented during this time period.
- Partner contracts or Memorandums of understanding will be finalized.
- Recruit and hire The Veterans' Employment Services Officer. Orientations for the VC VETS program will be held at the AJCC

Quarter 2 (July 1-September 30, 2019)

- Outreach and recruitment will be held on at least a monthly basis during this quarter.
- An Individual Employment Plan (IEP) will be written for each veteran participant, and an assessment will be provided for those requiring additional testing.
- The VESO will begin enrolling veterans into the program, and with the guidance of the VESO, the veteran will come to a decision as to specific training programs to participate in.
- Monthly meetings will be held among the agency partners

Quarter 3 (October 1-December 31, 2019)

- Outreach and recruitment will be held on a weekly or bi-weekly basis by several partner agencies
- Outreach and recruitment will continue, services continue to be provided such as program interviews to begin assessment process, enrollments, employment plan, any

additional assessments needed by partner programs, veterans will participate in either classroom or on-the-job training.

- When the veteran participant has completed training, he/she will be referred to either the DVOP or an Account Executive for placement assistance.

- Monthly case conferencing among program staff will be held monthly to address veterans with additional needs such as supportive services, homeless services, transportation assistance, etc.

- Monthly meetings will be held among the agency partners for updates

Quarter 4 (January 1-March 31, 2020)

- Training and Job Search Assistance continue to be provided by program and partner staff within the AJCC

- Veteran participants are increasingly being placed during this quarter.

- Follow-up services are now being provided to those employed.

- Case conferencing continues among program and partner staff to address and mitigate barriers to successful completion of training and employment placement.

- Veterans with additional needs (such as supportive services, homeless services, transportation assistance, etc.) are identified and provided such services.

- Veterans continue to be provided job search assistance and/or soft skills training as appropriate.

- Monthly meetings will be held among the agency partners.

Quarter 5 (April 1 – June 30, 2020)

- Training and Job Search Assistance continue to be provided by program and partner staff within the AJCC

- Veteran participants are increasingly being placed during this quarter.

- Follow-up services continue to be provided.

- Case conferencing continues among program and partner staff

- Veterans continue to be provided job search assistance and/or soft skills training as appropriate.

- Veterans with additional needs (such as supportive services, homeless services, transportation assistance, etc.) are identified and provided such services.

- Monthly meetings will be held among the agency partners

Quarter 6 (July 1, 2020 – September 30, 2020)

- Training and Job Search Assistance continue to be provided by program and partner staff within the AJCC

- Veteran participants are increasingly being placed during this quarter.

- Follow-up services continue to be provided.

- Case conferencing continues among program and partner staff to address and mitigate barriers to successful completion of training and employment placement.

- Veterans continue to be provided job search assistance and/or soft skills training as appropriate.

- Veterans with additional needs (such as supportive services, homeless services, transportation assistance, etc.) are identified and provided such services.

- Monthly meetings will be held among the agency partners

Quarter 7 and/or 8 (October 1, 2020 through March 31, 2021)

- An “After-Action” meeting would be held among the project (agency) partners to discuss the positive aspects of the program, as well as improvements, best practices,

and establish a plan for continued and sustained services to the veterans who may still require assistance (supportive services, housing, transportation, substance abuse, legal, etc.)

- Veteran participants in the VC VETS program would continue to receive AJCC services as well as follow-up services through WIOA Title I programs.

Section IV—Performance Objectives

IV.1. Performance Goals Matrix

The VC VETS Goals are in concert with the State goals. The numbers projected are based on the current number of Veterans assisted within the WIOA system. We served very few disabled Veterans or Veterans who were offenders. Disabled Veterans is a group that needs specific outreach from a Veterans lens versus an employment lens which will be accomplished through this grant. The number of homeless veterans was calculated based on the Ventura County 2018 Homeless Count. In our last VEAP grant administered by our county (VTEP-2011) we surpassed our performance goals due to the increased outreach. We believe this will be true for the VC VETS.

IV.2. Objectives Measurement and Effectiveness

Service Delivery: The County of Ventura Human Services Agency will be hiring a Veterans Employment Services Officer (VESO) as the case manager to assist the veteran participants with their employment plan, training, coordinate placement and meet with other AJCC partners to assist with other supportive services that the veteran may require. This VESO is required to be a veteran as it is common knowledge that veterans generally communicate more freely and openly with other veterans. The veteran does not have to “explain” his/her situation as other veterans understand their experiences better than non-veterans. It is also common knowledge that veterans are better able to “open up” about their concerns and needs with other veterans. Through a partner staff approach with other veterans (i.e. the DVOP), communication is improved, needs are better met and this will lead to improved placement / retention outcomes. Veteran AJCC staff will meet monthly to “case conference” all veteran participants who require additional assistance in the form of supportive services, housing, transportation, substance abuse, etc. For each veteran participant requiring a case conference, it will be noted in CalJOBS case notes.

Target Populations: In November 2018, the veteran unemployment rate was 6.7% compared to 3.1% of the civilian population. In Ventura County (EDD, LMID and US Census Bureau, 2012-2016 American Community Survey) and per EDD UI information, 727 veterans in Ventura County are receiving unemployment insurance benefits, 221 were assessed at the AJCC and of those, 10 are Chapter 31 (80% to 100% disability rating) and, additional 41 are eligible spouses of veterans. The non-veteran unemployment rate for November 2018 was 3.4 % (not seasonally adjusted- EDD). The data suggests veterans in Ventura County are unemployed at nearly twice the rate of the general population and the demand for services outpaces the current training resources available to serve this population.

Skills Attainment: Each veteran participant in the VEAP program will be offered training in the form of either classroom training or on-the-job training. Classroom training will lead to an occupational skills certificate from an accredited training provider, state or national certification or license (industry-recognized credential) based on the industry requirements of occupation selected. On-the-job training leads to gainful and long-term

employment in an “earn and learn” model. For classroom training, the VESO will receive a monthly progress report from the training facility and this “measurable skills gain” will be documented in CalJOBS. For the on-the-job training, the WIOA Title I Account Executive and OJT employer conduct a joint evaluation where progress is measured in percentage of how much of each training element the veteran participant has satisfactorily completed or mastered. These measurable skills gains are documented in the OJT agreement and is also reported in CalJOBS. Consistent with the locally negotiated measurable skills gains performance for Ventura County WDB, the VETS program establishes a measurable skills gain rate of 51% (Title I Adult Worker program).

Section V—Local Partnerships and Leveraged Resources

V.1. Partnerships

We formed regional partnerships through our ongoing coordination and collaboration activities at the America’s Job Center. We established formal agreement with EDD, Workforce Services agreed to operate the AJCC through a consortium to include EDD, HSA and CET. The AJCC consortium meets bi-monthly to address coordination of events, collaboration of activities and create opportunities to develop training and mutual support of the collective services provided at the AJCC or by external partners. Likewise, we also assemble all AJCC partners on a bi-monthly basis to engage them in the AJCC/WIOA system to create an opportunity to share information or enhance their knowledge of services and the WIOA system mandates. This organizational strategy has demonstrated to be effective and resulted in earning a designation by the Workforce Development Board as an AJCC that not only met the State’s Baseline Criteria for certification but earned the Hallmarks of Excellence designation.

V.2. Partner Roles and Responsibilities

The WDB’s regional organizing strategy includes engaging with local public education including the Ventura County Community College district, Ventura County Office of Education, local employers to include the County Veterans Service Office and EDD - Wagner-Peyser and JVSG programs. In addition, through the AJCC and Career Services Title I programs, mandated partners and other co-located at the AJCC continue to provide strong advocacy and support to veterans. For example, Ventura Adult and Continuing Education, a veterans certified training provider, participates in our bi-monthly partner meetings and, also provides computer training at the AJCC. In addition, they will provide all veterans referred for services, vocational assessment, including CASAS or an opportunity to explore career training education courses offsite. Likewise, Salvation Army Haven has been a long-term partner at the AJCC that provides veterans access to housing, support services and job placement assistance. The VSO is an integral partner that historically referred veterans to the AJCC for employment and training services or to partner with the AJCC on veteran’s events such as Veteran’s Job Fairs coordinated jointly with EDD-DVOP/LVER. We seek support from our VSO to strategically connect our services to other veteran organizations in the community to promote services to address the needs of veterans and their families.

V.3. Employer Engagement

The WDB uses a strategic, disciplined approach to engage employers in the development and implementation of demand-driven policies to build a strong, relevant

workforce supporting business needs in Ventura County. The VEAP project directly aligns with the goals of the WDB to prepare a workforce trained to meet the demand of employers in the region. The priority sectors include healthcare, business services, clean/green and manufacturing. The VC VETS addresses this need by providing veterans training and employment services for jobs that address the local workforce demand and pay a living wage as determined by MIT Living Wage data to be an average of \$46,982.

V.4. Mandatory Partnerships

(No Narrative Required- please see attachment)

V.5. Other Partnerships

(No Narrative Required-please see attachment)

V.6. Cash/In-Kind Match

(No Narrative required. Please see attachment)

Section VI—Statement of Capabilities

VI.1. Capability and Knowledge

VC VETS will manage the program using the state's electronic case management system, CalJOBS. All veterans seeking assistance at the AJCC and/or who are referred to the program will be tracked in the generic module in the system. The system will produce participant data, characteristics of the participants and information designed to satisfy state and federal WIOA Title I monitoring requirements. In addition, since referrals to the program may also include EDD Wagner-Peyser or JVSG referrals, VC VETS will be co-enrolled with either one of the two programs and, including Title I funds. The program evaluation component will be provided with oversight by the WDB Programs Committee. This committee meets on a regular basis to review the progress and/or status of all funded WIOA programs and AJCC services delivered in the region. In addition, financial accountability lies within the purview of the WDB in conjunction with the HSA's fiscal department. Our programs are also monitored by the state for both program services and fiscal activities. Recent state fiscal and program monitoring of Title I revealed no findings in either categories.

VI.2. Infrastructure/Staffing

As noted previously, the VC VETS Program would be operated by WIOA Team which is a program under the VC HSA, AFS Department. The Veteran Employment Services Officer (VESO) would report to a WIOA Manager and be a member of the WIOA Employment Services Team. The VESO would be recruited under the Employment Specialist IV classification with a preference for a Veteran, using the same recruitment process used to staff our Veteran Services Office. In the Veteran Services Office, all Veteran Services Officers must be Veterans. The VESO have experience with employment services and receive on-going training as a member of the WIOA team and will also receive training from the Veteran Services Office.

VI.3. Past/Present Performance

Past Performance: Ventura County LWDB was awarded a VEAP grant in the amount of \$451,000 for the period of 7/11/11 through 3/31/13. Planned and expected outcomes were job placement, wage rate and retention for six months. Planned enrollments were 55 veterans. These planned enrollment numbers were exceeded by almost twice this number (102 enrollments), allowing more veterans to be served, trained and placed.

The local area could utilize the planned training dollars more efficiently and utilize less expensive training providers and occupations. Training occupations covered a wide array of sectors from technology, security, administrative, manufacturing, production, legal and transportation. Occupations included Security Guard, Networking and information technology, accounting, project management, human resources, electronics and welding, CAD drafting, administrative and clerical, customer service, truck driving logistics, machining and paralegal. Partnerships included both mandatory and non-mandatory entities, including WIA, EDD Wagner-Peyser and JVSA (DVOP's and LVER's), and Santa Barbara Business college. Two job fairs were held over the course of the grant, where over 600 were in attendance by veterans, the trades, private employers, government contractors, community resources, training vendors and partners/support staff. In all there were 75 employers that attended each of these job fairs. Training and job search assistance included the combined efforts of various partner contributions within Ventura county and included Ventura County Veterans Services Office who provided outreach, assessment, coordination and liaison. EDD-DVOP, LVER provided employment services to veterans who completed training. The Veterans Home of California, Ventura provided meeting rooms for all VEAP partners to meet, discuss, strategize and update all information regarding the grant. Santa Barbara Business College provided outreach, promotion of VEAP and was the lead organizer of the two job fairs. The Ventura Veterans Center provided mental health assistance and a number of employers provided letters of support for this employment grant.

Section VII–Budget Summary Plan and Narrative

VII.1. a) Budget Summary Plan

(No narrative required-please see attachment)

VII.1. b) Cost Effectiveness

Amount Requested (2 Years):

Line A. and C. (Fringe benefits are calculated at 50% of salaries)

- Employment Specialist IV, 1FTE (Salary \$133,333/Fringe \$66,667) – This role will serve as the main conduit, support and case management for all VC VETS program participants and assist them in navigating the program's training, on-the-job training and other employment services components as well as basic needs support.

Line F. Operating Expenses (\$40,000) – Costs associated with communications, facilities, utilities, consumable supplies, etc. for the program.

Line I. Tuition Payments (\$40,000) – Funding is requested for industry recognized training/certification programs. 5 participants/year x \$4,000/client x 2 years = \$40,000.

Line J. On the Job Training (\$200,000) – Funding is requested for On-the-Job training to provide participants with paid work experience which will enable participants to “earn and learn.” Estimated at 20 participants/year x \$5,000/participant x 2 years = \$200,000.

Line N. Indirect Costs (\$20,000) – 4% of Amount Requested.

Leveraged (2 Years): Match will be provided with a combination of County Veterans Services Office and WIOA Title I staff, directly benefitting VC VETS participants.

Line A. and C. (Fringe benefits are calculated at 50% of salaries)

-Account Executive II, .25 FTE (Salary \$31,835/Fringe \$15,917) – Key role in employer engagement.

-Employment Specialist III, .25 FTE (Salary \$32,153/Fringe \$16,076) – Will provide additional services and work with referrals.

-Veteran Claims Officer II, .25 FTE (Salary \$17,490/Fringe \$8,745) – Will provide referrals to the VC VETS Program and provide partner services to the VC VETS who need to be connected with veterans benefits.

-Case Aide II, .25 FTE (Salary \$15,412/Fringe \$7,372) – Administrative support for the VC VETS operations and staff; provide data entry and reporting.

Line J. On the Job Training (\$50,000) – Participants eligible for co-enrollment in Title I programs will also be provided On-the-Job Training to “earn and learn.” Estimated at 5 participants/year x \$5,000/participant x 2 years = \$50,000.

Line L. Participant Support Services (\$5,000) – Participants eligible for co-enrollment in Title I programs will also be eligible for supportive services. Estimated at 5 participants/year x \$500/participant x 2 years = \$5,000.

VII.2. Project Sustainability

The VC VETS would be administered by the WIOA Program which is a program under the Adult and Family Services Department of the Ventura County Human Services Agency. The main office for the VC VETS program would be the AJCC. The VC HSA is the second largest agency for the County and is a well-established operation with long standing and proven successful partnerships that have benefited all VC HSA clients with comprehensive services and support. The VC VETS program only required the addition of one staff in addition to the funding which will facilitate direct services. Administration, office logistics and equipment and employee support are all turn key. The VC VETS program will serve as a pilot/demonstration program which is in alignment with our AFS Strategic plan with regards to serving Veterans into the future. Some of the VC VETS clients will also be co-enrolled in Title I services.

VII.3. Semi-Annual Cumulative Plan

Period Ending	April 2019	October 2019	April 2020	October 2020
Expenditures	\$100,000	\$133,333	\$133,333	\$133,333
Match Funds	\$50,000	\$50,000	\$50,000	\$50,000

Grant ends March 31, 2021. No extension will be allowed.



Budget Summary

STATE USE ONLY	FORM F
Subgrant Number	
Grant Code	
Begin Date	
Modification Date	

Applicant	Workforce Development Board of Ventura County
Project Name	VC VETS

		1	2	3	4	5
Line Item	Expense Item	Amount Requested	Amount Leveraged	Total Project Budget	Source of Leveraged Funds	In-Kind/ Cash
A.	Staff Salaries	\$133,333.00	\$96,889.00	\$230,222.00	HSA	<input type="checkbox"/> In-Kind <input checked="" type="checkbox"/> Cash
B.	Number of full-time equivalents: 1					
C.	Staff Benefit Cost	\$66,667.00	\$48,111.00	\$114,778.00	HSA	<input type="checkbox"/> In-Kind <input checked="" type="checkbox"/> Cash
D.	Staff Benefit Rate (percent) 50%					
E.	Staff Travel			\$0.00		<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
F.	Operating Expenses (communications, facilities, utilities, maintenance, consumable supplies, audit, etc.)	\$40,000.00		\$40,000.00		<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
G.	Furniture and Equipment					
1.	Small Purchase (unit cost of under \$5,000)			\$0.00		<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
2.	Equipment Purchase (unit cost of \$5,000 or more and useful life of more than one year.) Complete Exhibit F2 - Supplemental Budget			\$0.00		<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
3.	Lease			\$0.00		<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
H.	Consumable Testing and Instructional Materials			\$0.00		<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
I.	Tuition Payments/Vouchers	\$40,000.00		\$40,000.00		<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
J.	On-The-Job Training	\$200,000.00	\$50,000.00	\$250,000.00	HSA	<input type="checkbox"/> In-Kind <input checked="" type="checkbox"/> Cash
K.	Participant Wages and Fringe Benefits			\$0.00		<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
L.	Participant Support Services		\$5,000.00	\$5,000.00	HSA	<input type="checkbox"/> In-Kind <input checked="" type="checkbox"/> Cash
M.	Contractual Services (must complete Form G)			\$0.00		<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
N.	Indirect Costs*(complete items 1 and 2 below)	\$20,000.00		\$20,000.00		<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
O.	Other (describe):			\$0.00		<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
P.	TOTAL FUNDING**	\$500,000.00	\$200,000.00	\$700,000.00		
					Total Award	\$ 500,000
					**Administrative Costs	\$20,000.00
					Program Costs	\$ 480,000

*Indirect Cost Rate must be negotiated and approved by Cognizant Agency, per Appendices III or IV to Uniform Guidance, 2CFRPart200.

1. Indirect Cost Rate (percent): 4%

2. Name of Cognizant Agency: N/A. Requesting less than 10% De Minimum Rate.

**** A maximum of 7.5% of the total project budget will be allowed for administrative costs.**

The definition of administrative costs is provided in Appendix B of the RFA.



SUPPLEMENTAL BUDGET

STATE USE ONLY	Form G
Subgrant Number	
Grant Code	
Begin Date	
Modification Date	

Applicant	Workforce Development Board of Ventura County
Project Name	VC VETS

I. Equipment					
Item Description*	Quantity	Cost Per Item	Total Cost	Percent Charged to Project	Total Cost Charged to Project
N/A					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
TOTAL			\$ -		\$ -

*List equipment items with a useful life of more than one year with a unit acquisition cost of \$5,000 or more charged to the project. Reference WSD 16-16 and WSD 16-10 for equipment purchases. The approval of the budget plan contained in this subgrant does not constitute approval of the equipment request. **A separate request to purchase equipment must be submitted for prior approval by the State.**

II. Contractual Services**		
Description - Type of Service	Cost	Service Provider
N/A		
Total	\$ -	

**All contractual services must be competitively procured in accordance with federal and state procurement regulations and policies. See Procurement Standards (Sect. 200.318-.326) in the Federal Uniform Guidance, 2CFR200.



PROJECT WORK PLAN

STATE USE	SFP Form I
Subgrant Number	
Grant Code	
Begin Date	
Modification Date	

Organization: Workforce Development Board Ventura County

Project Name: VC VETS

Objectives/Activities	Estimated Dates
Quarter 1	
Start-up Activities	April/May 2019
Orientation meeting with project partners.	April/May 2019
Establish & Implement Outreach/Recruitment Plan w/ partner agencies	April/May 2019
Hire / Train Veterans Employment Service Officer	April/May 2019
Outreach/Recruitment/Communication Plan throughout the County (monthly)	April 2019-Ongoing
Quarter 2	
Begin Intake process to provide assessments for enrolled veterans	July 2019-Ongoing
Complete Individual Employment Plan and enroll into training	July 2019-Ongoing
Begin monthly partner meetings to mitigate Veteran barriers, concentrate on assisting Veteran to successfully complete training, or obtain gainful employment.	July 2019-Ongoing
Quarter 3	
Provide Program Services and Support Services (including basic needs such as housing and connections to other programs)	October 2019-Ongoing
Continue intake, enrollment into VC VETS services and identify either classroom training or on-the-job training.	October 2019-Ongoing
Refer to partner JVSG and Account Executives for placement services.	October 2019-Ongoing
Quarter 4	
Training and Education	January 2020-Ongoing
VC VETS team (JVSG and Account Executives) work with Veteran participant to identify OJT sites or employment placement participants will be placed.	January 2020-Ongoing
Provide soft-skills training as appropriate to veterans in need	January 2020-Ongoing
Continue placement activities	January 2020-Ongoing
Quarter 5	
Continue monthly partner meetings to mitigate Veteran barriers, concentrate on assisting Veteran to successfully complete training, or obtain gainful employment.	April 2020-Ongoing
Develop Individual Employment Plan (IEP) Provide supportive services as appropriate to active veteran customers, or refer to partner agencies for appropriate supportive services	April 2020-Ongoing
Provide follow-up services through case conferencing.	April 2020-Ongoing
Re-employment activities, including soft-skills training and career workshops.	April 2020-Ongoing
Quarter 6	

VEAP SFP 18-19

Continue Job Placement as needed	July 2020- Ongoing Qs 6,7 & 8
Continue partner meetings to mitigate barriers to employment and/or job retention	July 2020- Ongoing Qs 6,7 & 8
Continue to provide follow-up services as appropriate	July 2020- Ongoing Qs 6,7 & 8

Please add rows to thoroughly describe your proposed strategic approach as written on SFP Form A



PARTNER ROLES AND RESPONSIBILITIES

STATE USE ONLY	FORM J
Subgrant Number	
Grant Code	
Initial Plan	
Modification Date	

Applicant Workforce Development Board of Ventura County
 Project Name VC VETS

A	B	C	D	E	F
Organization Type	Name of Partner	Roles and Responsibilities	Cash/In-Kind Match Amount	* Fund Source	** Partnership Agreement Letter Yes/No
1. Required Partners					
Public	EDD - Workforce Services-JVSG	Outreach, recruitment, identification of veterans customers and coordinate with business services staff at AJCC. Shared case management, where appropriate and assist in job development.		US DOL-Jobs for Veterans Services Grant	Yes
	EDD - Workforce Services	Enroll veterans in CalJBOS, facilitate job search workshops, referrals to other services and training and other case management services as needed.		Wagner-Peyser	Yes
Public- Under HSA Purview	AJCC/Title I	One-Stop AJCC Operator; Provides AJCC services, Veterans Services Navigator, referral to Title I Career and Training services, case management; ITA/OJT services.	\$150,980	US DOL- WIOA Title I	Yes


2. Others Partners					
Employers					
Community-Based / Faith-Based / Other Non-Profits Organizations					
A	B	C	E	F	G
Organization Type	Name of Partner	Roles and Responsibilities	Cash/In-Kind Match Amount (if Applicable)	* Fund Source	** Partnership Agreement Letter Yes/No
Training Providers	Ventura Adult & Continuing Education	Google Academy and Casas Assessments	\$0	Title II Adult Education	Yes
	Career Technical Education	Provide ITA training in demand occupations	\$0	Title II Adult Education	Yes
Economic Development Agencies	EDC	Provide a link to local business community.	\$0		Yes
Community Colleges					

Other Educational Institutions (Universities, CTE, Adult Education, etc.)	Ventura Adult & Continuing Education	Provide Google Academy and vocational assessments (Casas)	\$0	Adult Ed Title II	Yes
Other: list	HSA-Veterans Services Office	Veterans Services Officer provides referrals to the AJCC.	\$49,020	County General Funds	Yes
**Total Cash/In-Kind Match			\$200,000		

* Type of Funds: WIOA, General/State, other (please describe) as allowed by the Solicitation for Proposal (SFP) or Request for Application (RFA).

** As required by SFP/RFA.

VEAP SFP 18-19
PERFORMANCE GOALS MATRIX

	STATE USE ONLY		SFP Form K
	Subgrant Number		
	Grant Code		
	Proj Initial Plan		Month-Year
	Proj Modification Date		Month-Year
Applicant: 			
A		B	C
Performance Goals Description	Total Participants	Performance Goal Rate (%)	
1. Total Participants to be served	55		
2. Employment Rate 2nd Quarter After Exit	35	64%	
3. Employment Rate 4th Quarter After Exit	33	60%	
4. Credential Attainment within 4 Quarters After Exit	29	53%	
5. Median Earnings 2nd Quarter After Exit			
6. Special Disabled or Disabled Veteran	3		
7. Homeless Veteran	4		
8. An Offender	4		
9. Recently Separated Veterans	15		
10. Lacking High School Diploma or Equivalent	5		
11. Low-Income Veteran	25		
12. Serving 25% WWII service connected disabled veterans	7	13%	
13. Serving 30% WWII service connected disabled veterans with 60% disability rating or higher	2	4%	



PAST PRESENT PERFORMANCE VETERANS' PROJECT FORM

STATE USE ONLY	Form L
Project Number	
Initial Plan	
Project Modification Date	Month/year

Organization Name: Workforce Development Board of County of Ventura

Complete the chart below with planned and actual performance levels as of February 1, 2019, or the end of the project. Projects must be veteran related and may include WIOA or non-WIOA funded projects. Past/present performance will be verified and considered in making funding decisions for organizations that have previously administered a WIOA funded Veterans' Project.

EXAMPLE

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	Fund	Project Award	Operational Dates		Total Participants Served			Total Completed Training			Placed in Unsubsidized Employment			Project Expenditures		
	Source	Amount	Begin	End	Plan	Actual	%	Plan	Actual	%	Plan	Actual	%	Plan	Actual	%
1	Fund Source Name	\$ 500,000	7/1/2013	6/30/2015	50	45	90%	45	35	78%	40	40	100%	\$ 256,000	\$ 240,000	94%

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	Fund	Project Award	Operational Dates		Total Participants Served			Total Completed Training			Placed in Unsubsidized Employment			Project Expenditures		
	Source	Amount	Begin	End	Plan	Actual	%	Plan	Actual	%	Plan	Actual	%	Plan	Actual	%
1	WIA 15% Veterans Employment Related Assistance Program	\$ 451,481	4/1/2010	3/31/2013	55	101	184%	47	68	145%	45	47	104%	\$ 451,481	\$ 437,000	97%
2																
3																
4																