



**SAN BENITO COUNTY  
AGENDA ITEM  
TRANSMITTAL FORM**

Dom Zanger  
District No. 1  
Vice-Chair

Kollin Kosmicki  
District No. 2  
Chair

Mindy Sotelo  
District No. 3

Angela Curro  
District No. 4

Ignacio Velazquez  
District No. 5

---

**Item Number: 1.5**

**MEETING DATE:** 09/09/2025

**DEPARTMENT:** HEALTH AND HUMAN SERVICES AGENCY

**AGENDA ITEM PREPARER:** Mike Hodges

**DEPT HEAD/DIRECTOR:** Tracey Belton

**SUBJECT:**

**HEALTH AND HUMAN SERVICES AGENCY- T. BELTON**

1. Adopt Resolution accepting the Workforce Innovation & Opportunity Act (WIOA) Title 1 Master Sub-grant No. AA611029, Youth Program Allocation for Program Year April 1, 2025 through June 30, 2027 in the amount of \$310,468.00; and

2. Authorize the Board Chair, County Administrative Officer (CAO), or CAO Designee to execute the agreement and any extensions or amendments to the sub-grant agreement and any other WIOA documentation related to sub-grant.

SBC FLE NUMBER: 130

RESOLUTION NUMBER: 2025-65

**AGENDA SECTION:**

CONSENT AGENDA

**BACKGROUND/SUMMARY:**

Health and Human Services Agency-Community Services and Workforce Development (CSWD) has received the Workforce Innovation & Opportunity Act (WIOA) youth formula allocation for program year 2025-2026 with an effective date of April 1, 2025 through June 30, 2027. Although funding is for FY 25-26, the term of the contract does cover FY 24-25 for the fourth quarter of April-June, 2025. CSWD requests adoption of a Resolution accepting the WIOA youth allocation, approving the WIOA Title I Master Sub-Grant, for \$310,468.00 for youth workforce services, and authorizing the Board Chair, County Administrative Officer (CAO) or CAO designee to execute the agreement and any extensions or amendments to the sub-grant agreement and any other WIOA documentation relating to the sub-grant for and on behalf of the County of San Benito.

The new Title I Master Subgrant totaling \$310,468 represents 100% of the formula allocation for Youth Program funding for the current fiscal year. These funds are typically made available to local workforce areas around April 1st each year. While the subgrant is usually issued in May or June, this year's agreement was not provided to the County until July 29, 2025. Under this contract, services were delivered starting in April through the America's Job Center, focusing primarily on workforce development for eligible youth. Activities included providing Work Experience, On-the-Job Training (OJT), and Vocational Training. Staff were responsible for outreach, recruitment, eligibility determination, orientation sessions, establishing training site agreements, and delivering case management services. Based on past practice, the State is expected to unilaterally modify this agreement in the coming months to incorporate additional formula-based allocations for Adult and Dislocated Worker programs, including Layoff Aversion and Rapid Response services.

The WIOA youth allocation will be used through FY 25/26 to provide workforce services to approximately 15 new youth and 20 existing out of school youth ages 16-24 years. Eligible youth receive work readiness and work experience training for 600 hours while placed at local businesses, non-profits and public departments to foster a positive work ethic while developing skills for future careers. In addition, funding is also used for the operations of the San Benito County America's Job Center of CA (AJCC) to provide workforce services to job seekers and the business sector.

There is no need for a budget adjustment since these funds have been incorporated in this year's budgets.

The agreement is retroactive to April 1, 2025 due to services beginning on April 1, 2025 and receiving the contract in July 2025.

### **FISCAL IMPACT:**

Below are the total Youth Allocation amounts for the previous four years:

The WIOA allocation AA511029 for 2024-2025 was \$272,379.00.

The WIOA allocation AA411029 for 2023-2024 was \$199,326.00.

The WIOA allocation AA311029 for 2022-2023 was \$212,325.00.

The WIOA allocation AA211029 for 2021-2022 was \$197,749.00.

After the BOS adopts the WIOA resolution, the State will create a contract agreement for execution detailing all specific requirements of the grant allocation acceptance and usage.

All WIOA funding is managed and tracked via the Budget Line item 240.80.2555.2610.

Although funding is for FY 25-26, the term of the contract does cover FY 24-25 for the fourth quarter of April-June, 2025. Board approval of the budget adjustment resolution on August 26, 2025, to allocate \$75,500.00 from this contract for FY 24-25 to cover costs for the fourth quarter of FY 24-25.

CSWD requests adoption of a Resolution accepting the WIOA youth allocation, approving the WIOA Title I Master Sub-Grant, for \$310,468.00 for youth workforce services, authorizing the Board Chair, the County Administrative Officer (CAO), or the CAO designee to execute the agreement and any extensions or amendments to the sub-grant agreement and any other WIOA documentation relating to the sub-grant for and on behalf of the County of San Benito.

### **STAFF RECOMMENDATION:**

1. Adopt Resolution accepting the Workforce Innovation & Opportunity Act (WIOA) Title 1 Master Sub-grant No. AA611029, Youth Program Allocation for Program Year April 1, 2025 through June 30, 2027 in the amount of \$310,468.00; and

2. Authorize the Board Chair, County Administrative Officer (CAO), or CAO Designee to execute the agreement and any extensions or amendments to the sub-grant agreement and any other WIOA documentation related to sub-grant.

**ATTACHMENTS:**

[Board Agenda Fact Sheet - Resolution WIOA AA611029](#)

[Resolution - WIOA AA611029](#)

[SubGrant Agreement - WIOA AA611029 Amendment 1 Youth 25-27](#)