DATE: March 14, 2017

DIRECTIVE NO: 42-17

RECISSION: La Cooperativa Directive No. 08-09

TO: All La Cooperativa Subrecipients

SUBJECT: Glossary of Terms

The terms included in this directive are derived from WIOA applicable Federal and State directives, laws and regulations.

ACTION:

Please ensure that appropriate staff are made aware of this information.

INQUIRIES:

Inquiries should be addressed to Fernando Gonzalez at 916-388-2225.

[Signature]

Marco Lizarraga
Executive Director
GLOSSARY OF TERMS

Accrued Expenditures (See Expenditures)

Acquisition (State Directive WSD12-10) - is the act of acquiring goods and services for the use of governmental activity through purchase, rent, or lease. This includes the establishment of needs, description of requirements, selection of procurement method, selection of sources, solicitation of procurement, solicitation for offers, award of contract, financing, contract administration, and related functions.

Acquisition Cost of Equipment (Uniform Guidance, 2 CFR 200.2) - means the cost of the asset including the cost to ready the asset for its intended use. Acquisition cost for equipment, for example, means the net invoice price of the equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Acquisition costs for software includes those development costs capitalized in accordance with generally accepted accounting principles (GAAP). Ancillary charges, such as taxes, duty, protective in transit insurance, freight, and installation may be included in or excluded from the acquisition cost in accordance with the non-Federal entity's regular accounting practices.

Adjusted Income (WIOA Regulations, 20 CFR 688.120) - means, with respect to a family, the amount (as determined by the Housing Development Agency) of the income of the members of the family residing in a dwelling unit or the persons on a lease, after any income exclusions as follows:

1. Mandatory exclusions. In determining adjusted income, a Housing Development Agency must exclude from the annual income of a family the following amounts:
   (i) Elderly and disabled families. $400 for any elderly or disabled family.
   (ii) Medical expenses. The amount by which three percent of the annual family income is exceeded by the sum of:
       A. Unreimbursed medical expenses of any elderly family or disabled family;
       B. Unreimbursed medical expenses of any family that is not covered under paragraph (1)(ii)(A) of this definition, except that this paragraph (1)(ii)(B) only applies to the extent approved in appropriation Acts; and
       C. Unreimbursed reasonable attendant care and auxiliary apparatus expenses for each handicapped member of the family, to the extent necessary to enable any member of such family (including such handicapped member) to be employed.
   (iii) Child care expenses. Any reasonable child care expenses necessary to enable a member of the family to be employed or to further his or her education.
   (iv) Minors, students, and persons with disabilities. $480 for each member of the family residing in the household (other than the head of the household or his or her spouse) who is less than 18 years of age or is attending school or vocational training on a full-time basis, or who is 18 years of age or older

2
and is a person with disabilities.

(v) Child support payments. Any payment made by a member of the family for the support and maintenance of any child who does not reside in the household, except that the amount excluded under this clause may not exceed $480 for each child for whom such payment is made; except that this clause only applies to the extent approved in appropriations Acts.

(vi) Spousal support expenses. Any payment made by a member of the family for the support and maintenance of any spouse or former spouse who does not reside in the household, except that the amount excluded under this clause must not exceed the lesser of the amount that such family member has a legal obligation to pay, or $550 for each individual for whom such payment is made; except that this clause only applies to the extent approved in appropriations Acts.

(vii) Earned income of minors. The amount of any earned income of a member of the family who is not:
   (A) 18 years of age or older; and
   (B) The head of the household (or the spouse of the head of the household).

(2) Permissive exclusions for public housing. In determining adjusted income, a Housing Development Agency may, at the discretion of the agency, establish exclusions from the annual income of a family residing in a public housing dwelling unit. Such exclusions may include the following amounts:
   (i) Excessive travel expenses. Excessive travel expenses in an amount not to exceed $25 per family per week, for employment or education-related travel.
   (ii) Earned income. An amount of any earned income of the family, established at the discretion of the Housing Development Agency, which may be based on:
      (A) All earned income of the family,
      (B) The amount earned by particular members of the family;
      (C) The amount earned by families having certain characteristics; or
      (D) The amount earned by families or members during certain periods or from certain sources.
   (iii) Others. Such other amounts for other purposes, as the Housing Development Agency may establish. Applicant means an eligible entity that has submitted an application under § 688.210.

**Administrative Costs** *(WIOA Regulations, 20 CFR 683.215)* – (a) The costs of administration are expenditures incurred by State and Local Workforce Development Boards, Regions, direct grant recipients, including State grant recipients under subtitle B of title I of WIOA, and recipients of awards under subtitle D of title I, as well as local grant recipients, local grant subrecipients, local fiscal agents and one-stop operators that are associated with those specific functions identified in paragraph (b) of this section and which are not related to the direct provision of workforce investment services, including services to participants and employers. These costs can be both personnel and non-personnel and both direct and indirect.

(b) The costs of administration are the costs associated with performing the following functions:
(1) Performing the following overall general administrative functions and coordination of those functions under title I of WIOA:
   (i) Accounting, budgeting, financial and cash management functions;
   (ii) Procurement and purchasing functions;
   (iii) Property management functions;
   (iv) Personnel management functions;
   (v) Payroll functions;
   (vi) Coordinating the resolution of findings arising from audits, reviews, investigations and incident reports;
   (vii) Audit functions;
   (viii) General legal services functions;
   (ix) Developing systems and procedures, including information systems, required for these administrative functions; and
   (x) Fiscal agent responsibilities;
(2) Performing oversight and monitoring responsibilities related to WIOA administrative functions;
(3) Costs of goods and services required for administrative functions of the program, including goods and services such as rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space;
(4) Travel costs incurred for official business in carrying out administrative activities or the overall management of the WIOA system; and
(5) Costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting and payroll systems) including the purchase, systems development and operating costs of such systems.

(c)(1) Awards to subrecipients or contractors that are solely for the performance of administrative functions are classified as administrative costs.
(2) Personnel and related non-personnel costs of staff that perform both administrative functions specified in paragraph (b) of this section and programmatic services or activities must be allocated as administrative or program costs to the benefitting cost objectives/categories based on documented distributions of actual time worked or other equitable cost allocation methods.
(3) Specific costs charged to an overhead or indirect cost pool that can be identified directly as a program cost are to be charged as a program cost. Documentation of such charges must be maintained.
(4) Except as provided at paragraph (c)(1) of this section, all costs incurred for functions and activities of subrecipients and contractors are program costs.
(5) Continuous improvement activities are charged to administration or program category based on the purpose or nature of the activity to be improved. Documentation of such charges must be maintained.
(6) Costs of the following information systems including the purchase, systems development, and operational costs (e.g., data entry) are charged to the program category:
   (i) Tracking or monitoring of participant and performance information;
   (ii) Employment statistics information, including job listing information, job skills
information, and demand occupation information; 
(iii) Performance and program cost information on eligible providers of training 
services, youth activities, and appropriate education activities; 
(iv) Local area performance information; and 
(v) Information relating to supportive services and unemployment insurance 
claims for program participants.

(d) Where possible, entities identified in item (a) must make efforts to streamline the 
services in paragraphs (b)(1) through (5) of this section to reduce administrative 
costs by minimizing duplication and effectively using information technology to 
 improve services.

**Adult (WIOA, Section 132)** - Except as otherwise specified in section 132, the term “adult” 
means an individual who is age 18 or older. 
The term “adult” means an individual who is not less than age 22 and not more than 
age 72.

**Adult Education; Adult Education And Literacy Activities (WIOA Section 203(3))** - 
means programs, activities, and services that include adult education, literacy, 
workplace adult education and literacy activities, family literacy activities, English 
language acquisition activities, integrated English literacy and civics education, 
workforce preparation activities, or integrated education and training.

**Adult Education (WIA Section 203(1))** - means academic instruction and education 
services below the postsecondary level that increase an individual’s ability to—
(A) read, write, and speak in English and perform mathematics or other activities 
necessary for the attainment of a secondary school diploma or its recognized 
equivalent; 
(B) transition to postsecondary education and training; and 
(C) obtain employment.

**Advance Payment (Uniform Guidance, 2 CFR 200.3)** - means a payment that a Federal 
awarding agency or pass-through entity makes by any appropriate payment 
mechanism, including a predeterminded payment schedule, before the non-Federal 
entity disburses the funds for program purposes.

**Affirmative Action (WIOA Regulations, 20 CFR 675.300)** - means positive, result-
oriented action imposed on or assumed by an employer pursuant to legislation, court 
order, consent decree, directive of a fair employment practice authority, government 
contract, grant or loan, or voluntary affirmative action plan adopted pursuant to the 
affirmative action guidelines of the Equal Employment Opportunity Commission (see 29 
CFR part 1608) to provide equal employment opportunities for members of a specified 
group which for reasons of past custom, historical practice, or other non-occupationally 
valid purposes has been discouraged from entering certain occupational fields.

**Agreement (State Directive WSD12-10)** - means a duly executed and legally binding 
contract; the act of agreeing.
**Agricultural Employer** *(WIOA Regulations, 20 CFR 675.300)* - means any employer as defined in this part who owns or operates a farm, ranch, processing establishment, cannery, gin, packing shed or nursery, or who produces or conditions seed, and who either recruits, solicits, hires, employs, furnishes, or transports any migrant or seasonal farmworker or any agricultural employer as described in 29 U.S.C. 1802(2).

**Alaska Native-Controlled Organization** *(WIOA Regulations, 20 CFR 684.130)* - means an organization whose governing board is comprised of 51 percent or more of individuals who are Alaska Native as defined in secs. 3(b) and 3(r) of the Alaska Native Claims Settlement Act (43 U.S.C. 1602(b), (r)).

**Allocation** *(Uniform Guidance, 2 CFR 200.4)* - means the process of assigning a cost, or a group of costs, to one or more cost objective(s), in reasonable proportion to the benefit provided or other equitable relationship. The process may entail assigning a cost(s) directly to a final cost objective or through one or more intermediate cost objectives.

**Allowances** *(WIOA Regulations, 20 CFR 685.110)* - mean direct payments made to participants during their enrollment to enable them to participate in the career services described in WIOA sec. 134(c)(2)(A)(xii) or training services as appropriate.

**Alternative School** *(State Directive WSD15-03)* - An alternative school is a type of school designed to achieve grade-level (K-12) standards and meet student needs (EC Section 58500). Examples of alternative schools include, but are not limited to: continuation, magnet, and charter schools. If the youth participant is attending an alternative school at the time of enrollment, the participant is considered to be in-school.

**America's Job Center of California SM (AJCC )** *(State Directive WSD16-09)* – means the common identifier used within California for One-Stop centers and the One-Stop system.

**Applicable Career Services** *(State Directive WSD16-09)* – means services identified in WIOA Section 134(c)(2), that are delivered by the AJCC required partners as authorized under their programs. They consist of three categories: basic career services, individualized career services, and follow up services (WIOA Joint Final Rule Section 678.425).

**Applicant Holding Office** *(WIOA Regulations, 20 CFR 651.10)* - means a Wagner-Peyser Act Employment Service (ES) office that is in receipt of a clearance order and has access to U.S. workers who may be willing and available to perform farmwork on a less than year-round basis.

**Applicant Holding State** *(WIOA Regulations, 20 CFR 651.10)* - means a State Workforce Agency that is in receipt of a clearance order from another State and potentially has U.S. workers who may be willing and available to perform farmwork on a less than
year-round basis.

Area Career And Technical Education School (WIOA, Section 3(4)) - The term “area career and technical education school” has the meaning given the term in section 3 of the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2302).

Area Vocational Education School The term “area vocational education school” has the meaning given the term in Section 521 of the Carl D. Perkins Vocational and Applied Technology Education Act (20 U.S.C. 2471).

Area Of Substantial Unemployment (WIOA, Section 127(B)) - means any area that is of sufficient size and scope to sustain a program of workforce investment activities carried out under this subtitle and that has an average rate of unemployment of at least 6.5 percent for the most recent 12 months, as determined by the Secretary. For purposes of this subparagraph, determinations of areas of substantial unemployment shall be made once each fiscal year.

Attending School (State Directive WSD15-03) - An individual is considered to be attending school if the individual is enrolled in secondary or post-secondary school. These include, but are not limited to: traditional K-12 public and private, and alternative (e.g., continuation, magnet, and charter) schools.

Audit finding (Uniform Guidance, 2 CFR 200.5) - means deficiencies which the auditor is required by Sec. 200.516 Audit findings, paragraph (a) to report in the schedule of findings and questioned costs.

Auditee (Uniform Guidance, 2 CFR 200.6) - means any non-Federal entity that expends Federal awards which must be audited under Subpart F—Audit Requirements of this Part.

Auditor (Uniform Guidance, 2 CFR 200.7) - means an auditor who is a public accountant or a Federal, state or local government audit organization, which meets the general standards specified in generally accepted government auditing standards (GAGAS). The term auditor does not include internal auditors of nonprofit organizations.

Basic Skills Deficient (WIOA, Section 3(5)) - means, with respect to an individual—
(A) who is a youth, that the individual has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or
(B) who is a youth or adult, that the individual is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual’s family, or in society.

(State Directive WDD15-14) Criteria used to determine whether an individual is basic skills deficient includes the following:
- Lacks a high school diploma or high school equivalency and is not enrolled in post-secondary education.
- Enrolled in a Title II Adult Education/Literacy program.
- English, reading, writing, or computing skills at an 8.9 or below grade level.
- Determined to be Limited English Skills proficient through staff-documented observations.
- Other objective criteria determined to be appropriate by the Local Area and documented in its required policy.

**Bid or Bidding** *(State Directive WDD12-10)* - means an offer submitted in response to a bid invitation issued by awarding entity.

**Bidder’s Conference** *(State Directive WDD12-10)* - means an open exchange between purchasers and vendors (bidders) to help ensure a clear understanding of contract requirements.

**Bidder’s List** *(Uniform Guidance, 2 CFR 200.319)* – means the prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the entity must not preclude potential bidders from qualifying during the solicitation period.

**Bilateral Modification** means a change to a contract that requires the agreement and signature of both parties involved.

**Bona Fide Occupational Qualification** *(BFOQ)* *(WIOA Regulations, 20 CFR 651.10)* - means that an employment decision or request based on age, sex, national origin or religion is based on a finding that such characteristic is necessary to the individual's ability to perform the job in question. Since a BFOQ is an exception to the general prohibition against discrimination on the basis of age, sex, national origin, or religion, it must be interpreted narrowly in accordance with the Equal Employment Opportunity Commission regulations set forth at 29 CFR parts 1604, 1605, and 1627.

**Breach of Contract** means the nonperformance of any contractual duty of immediate performance.

**Budget** *(Uniform Guidance, 2 CFR 200.8)* - means the financial plan for the project or program that the Federal awarding agency or pass-through entity approves during the Federal award process or in subsequent amendments to the Federal award. It may include the Federal and non-Federal share or only the Federal share, as determined by the Federal awarding agency or pass-through entity.

**Business Cycle** *(State Directive WSD16-04)* – A business cycle is identified as a sequence of four phases:
- Contraction – A slowdown in the pace of economic activity
- Trough – The lower turning point of a business cycle, where a contraction turns into an expansion
- Expansion – A speedup in the pace of economic activity
- Peak – The upper turning of a business cycle
**Capital Expenditures** *(Uniform Guidance, 2 CFR 200.13)* - mean expenditures to acquire capital assets or expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life.

**Capital Assets** *(Uniform Guidance, 2 CFR 200.12)* - mean tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:

- (a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
- (b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance).

**Career And Technical Education** *(WIOA, Section 3(6))* - The term “career and technical education” has the meaning given the term in section 3 of the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2302).

**Career Pathway** *(WIOA, Section 3(7))* - means a combination of rigorous and high-quality education, training, and other services that—

(A) aligns with the skill needs of industries in the economy of the State or regional economy involved;

(B) prepares an individual to be successful in any of a full range of secondary or postsecondary education options, including apprenticeships registered under the Act of August 16, 1937 (commonly known as the “National Apprenticeship Act”; 50 Stat. 664, chapter 663; 29 U.S.C. 50 et seq.) (referred to individually in this Act as an “apprenticeship”, except in section 171);

(C) includes counseling to support an individual in achieving the individual’s education and career goals;

(D) includes, as appropriate, education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;

(E) organizes education, training, and other services to meet the particular needs of an individual in a manner that accelerates the educational and career advancement of the individual to the extent practicable;

(F) enables an individual to attain a secondary school diploma or its recognized equivalent, and at least 1 recognized postsecondary credential; and

(G) helps an individual enter or advance within a specific occupation or occupational cluster.

**Career Planning** *(WIOA, Section 3(8))* - means the provision of a client-centered approach in the delivery of services, designed—

(A) to prepare and coordinate comprehensive employment plans, such as service strategies, for participants to ensure access to necessary workforce investment
activities and supportive services, using, where feasible, computer-based technologies; and
(B) to provide job, education, and career counseling, as appropriate during program participation and after job placement.

Carry-in (WIOA Regulations, 20 CFR 684.130) – means the total amount of funds unobligated by a grantee at the end of a program year. If the amount of funds unobligated by a grantee at the end of a program year is more than 20 percent of the grantee’s “total funds available” for that program year, such excess amount is considered “excess carry-in.”

Case Management (WIA Section 101(5)) – The provision of a client-centered approach in the delivery of services, designed--
1. To prepare and coordinate comprehensive employment plans, such as service strategies, for participants to ensure access to necessary workforce investment activities and supportive services, using, where feasible, computer-based technologies; and
2. To provide job and career counseling during program participation and after job placement.

Case Notes (State Directive WSD15-14) – means paper or electronic statements by the case manager that identifies, at a minimum, (1) a participant’s status for a specific data element, (2) the date on which the information was obtained, and (3) the case manager who obtained the information. If case notes are used as a documentation source, the case notes must provide an auditable trail back to the source of information verified. The case manager does not need to keep a hard copy of the information verified in the participant’s case file.

Catalog of Federal Domestic Assistance (CFDA) number (Uniform Guidance, 2 CFR 200.10) - means the number assigned to a Federal program in the CFDA.

CFDA Program Title (Uniform Guidance, 2 CFR 200.11) - means the title of the program under which the Federal award was funded in the CFDA.

Catalog Price is a price published in a catalog, price list, schedule or other form regularly maintained by a manufacturer or supplier and is published or made available for inspection by buyers. To represent a valid indicator and serve as a point of reference, the prices must be those that a substantial number of purchasers in the general public are currently paying.

Chief Elected Official (WIOA, Section 3(9)) - means—
(A) the chief elected executive officer of a unit of general local government in a local area; and
(B) in a case in which a local area includes more than 1 unit of general local government, the individuals designated under the agreement described in section 107(c)(1)(B).
Claim (Uniform Guidance, 2 CFR 200.14) - means, depending on the context, either:
(a) A written demand or written assertion by one of the parties to a Federal award
seeking as a matter of right:
(1) The payment of money in a sum certain;
(2) The adjustment or interpretation of the terms and conditions of the Federal award;
or
(3) Other relief arising under or relating to a Federal award.
(b) A request for payment that is not in dispute when submitted.

Clearance Order (WIOA Regulations, 20 CFR 651.10) - means a job order that is
processed through the clearance system under the Agricultural Recruitment System
(ARS).

Clearance System (WIOA Regulations, 20 CFR 651.10) - means the orderly movement of
U.S. job seekers as they are referred through the employment placement process by
an ES office. This includes joint action of local ES offices in different labor market areas
and/or States.

Closeout (Uniform Guidance, 2 CFR 200.16) - means the process by which the Federal
awarding agency or pass-through entity determines that all applicable administrative
actions and all required work of the Federal award have been completed and takes
actions as described in Sec. 200.343 Closeout.

Cognizant Agency For Audit (Uniform Guidance, 2 CFR 200.14) - means the Federal
agency designated to carry out the responsibilities described in Sec. 200.513
Responsibilities, paragraph (a). The cognizant agency for audit is not necessarily the
same as the cognizant agency for indirect costs. A list of cognizant agencies for audit
may be found at the FAC Web site.

Cognizant Agency For Indirect Costs (Uniform Guidance, 2 CFR 200.19) - means the
Federal agency responsible for reviewing, negotiating, and approving cost allocation
plans or indirect cost proposals developed under this Part on behalf of all Federal
agencies. The cognizant agency for indirect cost is not necessarily the same as the
cognizant agency for audit. For assignments of cognizant agencies see the following:
(a) For IHEs: Appendix III to Part 200--Indirect (F&A) Costs Identification and
Assignment, and Rate Determination for Institutions of Higher Education (IHEs),
paragraph C.10.
(b) For nonprofit organizations: Appendix IV to Part 200--Indirect (F&A) Costs
Identification and Assignment, and Rate Determination for Nonprofit Organizations, paragraph C.1.
(c) For state and local governments: Appendix V to Part 200--State/Local
Government and Indian Tribe-Wide Central Service Cost Allocation Plans,
paragraph F.1.

Community-Based Organization (WIOA, Section 3(10)) - means a private nonprofit
organization (which may include a faith-based organization), that is representative of a
community or a significant segment of a community and that has demonstrated expertise and effectiveness in the field of workforce development.

**Competitive Bidding** *(State Directive WSD12-10)* - means the process of inviting and obtaining bids from competing sources in response to advertised competitive specifications, by which an award is made to the lowest and best bidder meeting the specifications. The process contemplates giving potential bidders a reasonable opportunity to bid, and requires that all bidders be placed on the same plane of equality. Each bidder must bid on the same advertised specifications, terms, and conditions in all the items and parts of a contract. The purpose of competitive bidding is to stimulate competition, prevent favoritism, and secure the best goods and services at the lowest practicable price, for the benefit of the State.

**Competitive Integrated Employment** *(WIOA, Section 3(11))* - The term “competitive integrated employment” has the meaning given the term in section 7 of the Rehabilitation Act of 1973 (29 U.S.C. 705), for individuals with disabilities.


**Compliance Supplement** *(Uniform Guidance, 2 CFR 200.21)* - means Appendix XI to Part 200–Compliance Supplement (previously known as the Circular A-133 Compliance Supplement).

**Computing Devices** *(Uniform Guidance, 2 CFR 200.20)* - means machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or "peripherals") for printing, transmitting and receiving, or storing electronic information. See also Sec. Sec. 200.94 Supplies and 200.58 Information technology systems.

**Consultation** *(WIOA Regulations, 20 CFR 675.300)* - means the process by which State and/or local stakeholders convene to discuss changes to the public workforce system and constitutes a robust conversation in which all parties are given an opportunity to share their thoughts and opinions.

**Contract** *(Uniform Guidance, 2 CFR 200.22)* - means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award. The term as used in this Part does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or subaward (see Sec. 200.92 Subaward).

**Contractor** *(Uniform Guidance, 2 CFR 200.23)* - Contractor means an entity that receives a contract as defined in Sec. 200.22 Contract.
**Cooperative Agreement** *(Uniform Guidance, 2 CFR 200.24)* - means a legal instrument of financial assistance between a Federal awarding agency or pass-through entity and a non-Federal entity that, consistent with 31 U.S.C. 6302-6305:

(a) Is used to enter into a relationship the principal purpose of which is to transfer anything of value from the Federal awarding agency or pass-through entity to the non-Federal entity to carry out a public purpose authorized by a law of the United States (see 31 U.S.C. 6101(3)); and not to acquire property or services for the Federal government or pass-through entity's direct benefit or use;

(b) Is distinguished from a grant in that it provides for substantial involvement between the Federal awarding agency or pass-through entity and the non-Federal entity in carrying out the activity contemplated by the Federal award.

(c) The term does not include:

1. A cooperative research and development agreement as defined in 15 U.S.C. 3710a; or
2. An agreement that provides only:
   i. Direct United States Government cash assistance to an individual;
   ii. A subsidy;
   iii. A loan;
   iv. A loan guarantee; or
   v. Insurance.

**Cooperative Audit Resolution** *(Uniform Guidance, 2 CFR 200.25)* - means the use of audit follow-up techniques which promote prompt corrective action by improving communication, fostering collaboration, promoting trust, and developing an understanding between the Federal agency and the non-Federal entity. This approach is based upon:

(a) A strong commitment by Federal agency and non-Federal entity leadership to program integrity;

(b) Federal agencies strengthening partnerships and working cooperatively with non-Federal entities and their auditors; and non-Federal entities and their auditors working cooperatively with Federal agencies;

(c) A focus on current conditions and corrective action going forward;

(d) Federal agencies offering appropriate relief for past noncompliance when audits show prompt corrective action has occurred; and

(e) Federal agency leadership sending a clear message that continued failure to correct conditions identified by audits which are likely to cause improper payments, fraud, waste, or abuse is unacceptable and will result in sanctions.

**Core Program** *(WIOA, Section 3(12))* - means a program authorized under a core program provision.

**Core Program Provision** *(WIOA, Section 3(13))* - means—

(A) chapters 2 and 3 of subtitle B of title I (relating to youth workforce investment activities and adult and dislocated worker employment and training activities);

(B) title II (relating to adult education and literacy activities);
(C) sections 1 through 13 of the Wagner-Peyser Act (29 U.S.C. 49 et seq.) (relating to employment services); and

**Corrective Action** *(Uniform Guidance, 2 CFR 200.26)* - means action taken by the auditee that:
(a) Corrects identified deficiencies;
(b) Produces recommended improvements; or
(c) Demonstrates that audit findings are either invalid or do not warrant auditee action.

**Cost Allocation Plan** *(Uniform Guidance, 2 CFR 200.27)* - means central service cost allocation plan or public assistance cost allocation plan.

**Corroborative Witness** *(State Directive WIAD04-18)* - A person who personally knows or can identify the WIA applicant and who is reasonably likely to be able to verify the applicant's statement. Such verification may be accomplished by the witness signing an * Applicant Statement Form* or by the completion of a *Telephone Verification/Document Inspection Form*.

*Note: In taking an applicant statement, it is not necessary to obtain collaboration unless there is reason not to believe the applicant.*

**Cost** *(OMB Circular A-87)* - An amount as determined on a cash, accrual, or other basis acceptable to the Federal awarding or cognizant agency. It does not include transfers to a general or similar fund.

**Cost Allocation Plan (CAP)** *(OMB Circular A-87)* - Central service cost allocation plan, public assistance cost allocation plan, and indirect cost rate proposal.

**Cost Analysis** *(State Directive WSD12-10)* - means the element-by-element examination of the estimated or actual cost of contract performance to determine the probable cost to the vendor. This is a more detailed and costly method than price analysis in terms of both time and manpower.

**Cost Objective** *(Uniform Guidance, 2 CFR 200.28)* - means a program, function, activity, award, organizational subdivision, contract, or work unit for which cost data are desired and for which provision is made to accumulate and measure the cost of processes, products, jobs, capital projects, etc. A cost objective may be a major function of the non-Federal entity, a particular service or project, a Federal award, or an indirect (Facilities & Administrative (F&A)) cost activity, as described in Subpart E--Cost Principles of this Part. See also Sec. Sec. 200.44 Final cost objective and 200.60 Intermediate cost objective.
Cost Sharing Or Matching (Uniform Guidance, 2 CFR 200.29) - means the portion of project costs not paid by Federal funds (unless otherwise authorized by Federal statute). See also Sec. 200.306 Cost sharing or matching.

Cost Reimbursable (DOL Regulations, 29 CFR 97.36) (sometimes referred to as cost reimbursement contract) where the awarding agency reimburses all reasonable, allowable, and allocable costs incurred in performing the work up to a predetermined ceiling that the awardee may not exceed (except at its own risk) without the approval of the Contracting/Agency.)

Costs Of Infrastructure (WIOA, Section 121) - When used with respect to a one-stop center, means the nonpersonnel costs that are necessary for the general operation of the one-stop center, including the rental costs of the facilities, the costs of utilities and maintenance, equipment (including assessment-related products and assistive technology for individuals with disabilities), and technology to facilitate access to the one-stop center, including the center’s planning and outreach activities.

Costs Recommended for Disallowance are costs identified by auditors that are supported by accounting records but are a violation of law, regulation or contract, or are determined unreasonable by the auditor.

Credential – Nationally recognized degree or certificate or State/locally recognized credential. Credentials include, but are not limited to, a high school diploma, GED or other recognized equivalents, post-secondary degrees/certificates, recognized skill standards, and licensure or industry-recognized certificates. States should work with local Workforce Investment Boards to encourage certificates to recognize successful completion of the training services listed above that are designed to equip individuals to enter or re-enter employment, retain employment, or advance into better employment.

Cross-Cutting Audit Finding (Uniform Guidance, 2 CFR 200.30) - means an audit finding where the same underlying condition or issue affects Federal awards of more than one Federal awarding agency or pass-through entity.

Customer Relationship Management Module (CRM) (State Directive WSD16-04) – The CRM is a CalJOBSSM based tool, supported by the Employment Development Department (EDD), which allows Local Boards and their partners who have access to the CalJOBS system to record, track and report a variety of business engagement activities at the individual company level.

Customized Training (WIOA, Section 3(14)) - means training—
(A) that is designed to meet the specific requirements of an employer (including a group of employers);
(B) that is conducted with a commitment by the employer to employ an individual upon successful completion of the training; and
(C) for which the employer pays—
(i) a significant portion of the cost of training, as determined by the local board involved, taking into account the size of the employer and such other factors as the
local board determines to be appropriate, which may include the number of employees participating in training, wage and benefit levels of those employees (at present and anticipated upon completion of the training), relation of the training to the competitiveness of a participant, and other employer-provided training and advancement opportunities; and
(ii) in the case of customized training (as defined in subparagraphs (A) and (B)) involving an employer located in multiple local areas in the State, a significant portion of the cost of the training, as determined by the Governor of the State, taking into account the size of the employer and such other factors as the Governor determines to be appropriate.

**Data Universal Numbering System (DUNS) Number (Uniform Guidance, 2 CFR 200.32)**
- means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify entities. A non-Federal entity is required to have a DUNS number in order to apply for, receive, and report on a Federal award. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or the Internet (currently at http://fedgov.dnb.com/webform).

**Date of Dislocation** – The last day of employment at the dislocation job. If there is not a date of dislocation, date of registration will be used instead.

**Dependent (WIOA Regulations, 20 CFR 685.110)** - means an individual who:
(1) Was claimed as a dependent on the eligible MSFW’s Federal income tax return for the previous year; or
(2) Is the spouse of the eligible MSFW; or
(3) If not claimed as a dependent for Federal income tax purposes, is able to establish:
   (i) A relationship as the eligible MSFW’s;
      (A) Child, grandchild, great grandchild, including legally adopted children;
      (B) Stepchild;
      (C) Brother, sister, half-brother, half-sister, stepbrother, or stepsister;
      (D) Parent, grandparent, or other direct ancestor but not foster parent;
      (E) Foster child;
      (F) Stepfather or stepmother;
      (G) Uncle or aunt;
      (H) Niece or nephew;
      (I) Father-in-law, mother-in-law, son-in-law; or
      (J) Daughter-in-law, brother-in-law, or sister-in-law; and
   (ii) The receipt of over half of his/her total support from the eligible MSFW’s family during the eligibility determination period.

**DINAP (WIOA Regulations, 20 CFR 684.130)** - means the Division of Indian and Native American Programs within the Employment and Training Administration of the U.S. Department of Labor.

**Disability** - see entry under "Individual with a Disability"
Disabled Veteran Business Enterprise (DVBE) (State Directive WSD12-10) - means a business that is at least fifty-one percent (51%) owned by one or more disabled veterans or, in the case of any publicly owned business, at least fifty-one percent (51%) of the stock of which is owned by such individuals, and whose management and daily business operations are controlled by one or more of such individuals.

Disadvantaged Adult (WIOA Section 132) - means an adult who received an income, or is a member of a family that received a total family income, that, in relation to family size, does not exceed the higher of—
   (aa) the poverty line; or
   (bb) 70 percent of the lower living standard income level.

Disadvantaged Youth (WIOA Section 127) - means an individual who is age 16 through 21 who received an income, or is a member of a family that received a total family income, that, in relation to family size, does not exceed the higher of—
   (i) the poverty line; or
   (ii) 70 percent of the lower living standard income level.

Disallowed Costs (Uniform Guidance, 2 CFR 200.31) - means those charges to a Federal award that the Federal awarding agency or pass-through entity determines to be unallowable, in accordance with the applicable Federal statutes, regulations, or the terms and conditions of the Federal award.

Disaster Area (WIOA, Section 170(2)) - means an area that has suffered or in which has occurred an emergency or disaster.

Dislocated Worker (WIOA, Section 3(15)) - means an individual who—
   (A)(i) has been terminated or laid off, or who has received a notice of termination or layoff, from employment;
   (ii) (I) is eligible for or has exhausted entitlement to unemployment compensation; or
      (II) has been employed for a duration sufficient to demonstrate, to the appropriate entity at a one-stop center referred to in section 121(e), attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law; and
   (iii) is unlikely to return to a previous industry or occupation;
   (B)(i) has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise;
   (ii) is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or
   (iii) for purposes of eligibility to receive services other than training services described in section 134(c)(3), career services described in section 134(c)(2)(A)(xii), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close;
(C) was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters;
(D) is a displaced homemaker; or
(E)(i) is the spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code), and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member; or
   (ii) is the spouse of a member of the Armed Forces on active duty and who meets the criteria described in paragraph (16)(B).

**Displaced Homemaker (WIOA, Section 3(16))** - means an individual who has been providing unpaid services to family members in the home and who—
(A)(i) has been dependent on the income of another family member but is no longer supported by that income; or
   (ii) is the dependent spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code) and whose family income is significantly reduced because of a deployment (as defined in section 991(b) of title 10, United States Code, or pursuant to paragraph (4) of such section), a call or order to active duty pursuant to a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code, a permanent change of station, or the service-connected (as defined in section 101(16) of title 38, United States Code) death or disability of the member; and
(B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

**Documentation** - The maintenance of physical evidence, in participant files, that is obtained during the eligibility determination process. Such evidence may include copies of first source documents, completed Telephone/Document Inspection Forms (collateral contacts), and signed Applicant Statement Forms.

**Drawdown (Cash Management Improvement Act, 31 CFR 205.3)** - Any process whereby states and other direct recipients request and receive Federal funds. Drawdown also means any process where subrecipients request and receive Federal funds from the primary recipient.

**Economic Development (State Directive WSD16-04)** – The International Economic Development Council defines economic development as a program, group of policies, or activity that seeks to improve the economic well-being and quality of life for a community, by creating and/or retaining jobs that facilitate growth and provide a stable tax base. For a good resource, see the California Association of Local Economic Development and the Governor's Office of Business and Economic Development.

**Economic Development Agency (WIOA, Section 3(17))** - The term "economic development agency" includes a local planning or zoning commission or board, a community development agency, or another local agency or institution responsible for regulating, promoting, or assisting in local economic development.
Eligible Agency (WIOA, Section 203(3)) - means the sole entity or agency in a State or an outlying area responsible for administering or supervising policy for adult education and literacy activities in the State or outlying area, respectively, consistent with the law of the State or outlying area, respectively.

Eligible Individual (WIOA, Section 203(4)) - means an individual—
(A) who has attained 16 years of age;
(B) who is not enrolled or required to be enrolled in secondary school under State law; and
(C) who—
   (i) is basic skills deficient;
   (ii) does not have a secondary school diploma or its recognized equivalent, and has not achieved an equivalent level of education; or
   (iii) is an English language learner.

Eligible Migrant Farmworker (WIOA, Section 167(i)(2) and 20 CFR 685.110) - means—
(A) an eligible seasonal farmworker described in paragraph (3)(A) whose agricultural labor requires travel to a job site such that the farmworker is unable to return to a permanent place of residence within the same day; and
(B) a dependent of the farmworker described in subparagraph (A).

Eligible Migrant And Seasonal Farmworkers (WIOA, Section 167(i)(1) and 20 CFR 685.110) - mean individuals who are eligible migrant farmworkers or are eligible seasonal farmworkers, also referred to in the regulation as an “eligible MSFW,” as defined in WIOA sec. 167(i).

Eligible MSFW Youth (WIOA, Section 167(i)(3) and 20 CFR 685.110) - means an eligible MSFW aged 14–24 who is individually eligible or is a dependent of an eligible MSFW. The term eligible MSFW youth is a subset of the term eligible MSFW.

Eligible Provider (WIOA, Section 203(4)) - means an organization that has demonstrated effectiveness in providing adult education and literacy activities that may include—
(A) a local educational agency;
(B) a community-based organization or faith-based organization;
(C) a volunteer literacy organization;
(D) an institution of higher education;
(E) a public or private nonprofit agency;
(F) a library;
(G) a public housing authority;
(H) a nonprofit institution that is not described in any of subparagraphs (A) through (G) and has the ability to provide adult education and literacy activities to eligible individuals;
(I) a consortium or coalition of the agencies, organizations, institutions, libraries, or authorities described in any of subparagraphs (A) through (H); and
(J) a partnership between an employer and an entity described in any of subparagraphs (A) through (I).
**Eligible Seasonal Farmworker (WIOA, Section 167(i)(3) and 20 CFR 685.110)** - means
(A) a low-income individual who—
(i) for 12 consecutive months out of the 24 months prior to application for the program involved, has been primarily employed in agricultural or fish farming labor that is characterized by chronic unemployment or underemployment; and
(ii) faces multiple barriers to economic self-sufficiency; and
(B) a dependent of the person described in subparagraph (A).

**Eligible Training Provider List (ETPL) (State Directive WSD15-07)** - Section 122 of the WIOA requires States to establish a list of training providers who are eligible to receive WIOA funds for training services provided to adults and dislocated workers, and to establish two separate procedures for the ETPL: initial eligibility and subsequent eligibility.

**Eligible Youth (WIOA, Section 3(18))** - Except as provided in subtitles C and D of title I, the term "eligible youth" means an in-school youth or out-of-school youth.

**Eligibility Determination Period (WIOA Regulations, 20 CFR 685.110)** - means any consecutive 12-month period within the 24-month period immediately preceding the date of application for the MSFW program by the applicant MSFW.

**Emergency Assistance (WIOA Regulations, 20 CFR 685.110)** - is a form of "related assistance" and means assistance that addresses immediate needs of eligible MSFWs and their dependents, provided by grantees. An applicant's self-certification is accepted as sufficient documentation of eligibility for emergency assistance.

**Emergency Or Disaster (WIOA, Section 170(1))** - means—
(A) an emergency or a major disaster, as defined in paragraphs (1) and (2), respectively, of section 102 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122 (1) and (2)); or
(B) an emergency or disaster situation of national significance that could result in a potentially large loss of employment, as declared or otherwise recognized by the chief official of a Federal agency with authority for or jurisdiction over the Federal response to the emergency or disaster situation.

**Employer (WIOA Regulations, 20 CFR 651.10)** - means a person, firm, corporation, or other association or organization which currently has a location within the United States to which U.S. workers may be referred for employment, and which proposes to employ a worker at a place within the United States and which has an employer relationship with respect to employees under this subpart as indicated by the fact that it hires, pays, fires, supervises, and otherwise controls the work of such employees. An association of employers is considered an employer if it has all of the indicia of an employer set forth in this definition. Such an association, however, is considered as a joint employer with the employer member if either shares in exercising one or more of the definitional indicia.
Employer Contact (Rapid Response 121 Report) (State Directive WSD16-04) – A visit to an employer by staff for the purposes of conducting Rapid Response activities. This visit may be in person, by telephone or through the use of other interactive technology. This is a cumulative report.

Employer Contact (122 Report) (State Directive WSD16-04) – This form is used only to report the development, implementation and completion of a business solution strategy(s) relating to and resulting in job retention at the current place of employment and the rapid re-employment (talent transfer) of affected workers. This is a cumulative report.

Employment and Training Administration (ETA) (WIOA Regulations, 20 CFR 651.10) - means the component of the Department of Labor that administers Federal government job training and worker dislocation programs, Federal grants to States for public ES programs, and unemployment insurance benefits. These services are provided primarily through State and local workforce development systems.

Employment-Related Laws (WIOA Regulations, 20 CFR 651.10) - means those laws that relate to the employment relationship, such as those enforced by the Department's WHD, OSHA, or by other Federal, State, or local agencies.

Employment Service (ES) Office (WIOA Regulations, 20 CFR 651.10) - means a site in a local WDB where staff of the State Workforce Agency, consistent with the requirements of § 652.215 of this chapter, provide Wagner-Peyser Act services as a one-stop partner program. A site must be colocated with a one-stop center consistent with the requirements of §§ 678.305 through 678.315 of this chapter.

Employment And Training Activity (WIOA Regulations, 20 CFR 675.300) - means a workforce investment activity that is carried out for an adult or dislocated worker under 20 CFR part 678.

Employment Training Panel (ETP) (State Directive WSD16-04) – The ETP provides incumbent worker training funding to employers to assist in upgrading the skills of their workers through training that leads to good paying, long-term jobs. The ETP is a funding agency, not a training agency. Businesses determine their own training needs and how to provide training. ETP staff is available to assist in applying for funds and other aspects of participation.

English Language Acquisition Program (WIOA, Section 203(6)) - means a program of instruction—
(A) designed to help eligible individuals who are English language learners achieve competence in reading, writing, speaking, and comprehension of the English language; and
(B) that leads to—
(i) attainment of a secondary school diploma or its recognized equivalent; and
(II) transition to postsecondary education and training; or
(ii) employment.

**English Language Learner (WIOA, Section 203(7))** - The term “English language learner” when used with respect to an eligible individual, means an eligible individual who has limited ability in reading, writing, speaking, or comprehending the English language, and—
(A) whose native language is a language other than English; or
(B) who lives in a family or community environment where a language other than English is the dominant language.

**Equal Opportunity Data or EO Data (WIOA Regulations, 20 CFR 675.300)** - means data on race and ethnicity, age, sex, and disability required by 29 CFR part 37 of the DOL regulations implementing sec. 188 of WIA, governing nondiscrimination.

**Equipment (Uniform Guidance, 2 CFR 200.22)** - means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or $5,000. See also Sec. Sec. 200.12 Capital assets, 200.20 Computing devices, 200.48 General purpose equipment, 200.58 Information technology systems, 200.89 Special purpose equipment, and 200.94 Supplies.

**Essential Components Of Reading Instruction (WIOA, Section 203(8))** - The term “essential components of reading instruction” has the meaning given the term in section 1208 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 6368).

**Establishment (WIOA Regulations, 20 CFR 651.10)** - means a public or private economic employing unit generally at a single physical location which produces and/or sells goods or services, for example, a mine, factory, store, farm, orchard or ranch. It is usually engaged in one, or predominantly one, type of commercial or governmental activity. Each branch or subsidiary unit of a large employer in a geographical area or community must be considered an individual establishment, except that all such units in the same physical location is considered a single establishment. A component of an establishment which may not be located in the same physical structure (such as the warehouse of a department store) also must be considered as part of the parent establishment. For the purpose of the “seasonal farmworker” definition, farm labor contractors and crew leaders are not considered establishments; it is the organizations to which they supply the workers that are the establishments.

**Expenditures (Uniform Guidance, 2 CFR 200.34)** - means charges made by a non-Federal entity to a project or program for which a Federal award was received.
(a) The charges may be reported on a cash or accrual basis, as long as the methodology is disclosed and is consistently applied.
(b) For reports prepared on a cash basis, expenditures are the sum of:
   (1) Cash disbursements for direct charges for property and services;
(2) The amount of indirect expense charged;
(3) The value of third-party in-kind contributions applied; and
(4) The amount of cash advance payments and payments made to subrecipients.
(c) For reports prepared on an accrual basis, expenditures are the sum of:
(1) Cash disbursements for direct charges for property and services;
(2) The amount of indirect expense incurred;
(3) The value of third-party in-kind contributions applied; and
(4) The net increase or decrease in the amounts owed by the non-Federal entity for:
   (i) Goods and other property received;
   (ii) Services performed by employees, contractors, subrecipients, and other payees; and
   (iii) Programs for which no current services or performance are required such as annuities, insurance claims, or other benefit payments.

**Family (WIOA Regulations, 20 CFR 675.300)** means two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories:
(1) A married couple and dependent children;
(2) A parent or guardian and dependent children; or
(3) A married couple.

**Family (WIOA Regulations, 20 CFR 685.110)** - for the purpose of reporting housing assistance grantees indicators of performance as described in in § 685.400, means the eligible MSFW(s) and all the individuals identified under the definition of dependent in this section who are living together in one physical residence.

**Farmwork (WIOA Regulations, 20 CFR 651.10)** - means the cultivation and tillage of the soil, dairying, the production, cultivation, growing, and harvesting of any agricultural or horticultural commodities. This includes the raising of livestock, bees, fur-bearing animals, or poultry, the farming of fish, and any practices (including any forestry or lumbering operations) performed by a farmer or on a farm as an incident to or in conjunction with such farming operations, including preparation for market, delivery to storage or to market or to carriers for transportation to market. It also includes the handling, planting, drying, packing, packaging, processing, freezing, or grading prior to delivery for storage of any agricultural or horticultural commodity in its unmanufactured state. For the purposes of this definition, agricultural commodities means all commodities produced on a farm including crude gum (oleoresin) from a living tree products processed by the original producer of the crude gum (oleoresin) from which they are derived, including gum spirits of turpentine and gum rosin. Farmwork also means any service or activity covered under § 655.103(c) of this chapter and/or 29 CFR 500.20(e) and any service or activity so identified through official Department guidance such as a Training and Employment Guidance Letter.

**Family Literacy Activities (WIOA, Section 203(9))** - means activities that are of sufficient intensity and quality, to make sustainable improvements in the economic prospects for a family and that better enable parents or family members to support their children’s learning needs, and that integrate all of the following activities:
(A) Parent or family adult education and literacy activities that lead to readiness for postsecondary education or training, career advancement, and economic self-sufficiency.
(B) Interactive literacy activities between parents or family members and their children.
(C) Training for parents or family members regarding how to be the primary teacher for their children and full partners in the education of their children.
(D) An age-appropriate education to prepare children for success in school and life experiences.

**Federal Audit Clearinghouse (FAC) (Uniform Guidance, 2 CFR 200.36)** - means the clearinghouse designated by OMB as the repository of record where non-Federal entities are required to transmit the reporting packages required by Subpart F--Audit Requirements of the Uniform Guidance. The mailing address of the FAC is Federal Audit Clearinghouse, Bureau of the Census, 1201 E. 10th Street, Jeffersonville, IN 47132 and the web address is: http://harvester.census.gov/sacl. Any future updates to the location of the FAC may be found at the OMB Web site.

**Federal Award (Uniform Guidance, 2 CFR 200.38)** - Federal award has the meaning, depending on the context, in either paragraph (a) or (b) of this section:
(a)(1) The Federal financial assistance that a non-Federal entity receives directly from a Federal awarding agency or indirectly from a pass-through entity, as described in Sec. 200.101 Applicability; or
   (2) The cost-reimbursement contract under the Federal Acquisition Regulations that a non-Federal entity receives directly from a Federal awarding agency or indirectly from a pass-through entity, as described in Sec. 200.101 Applicability.
(b) The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of Sec. 200.40 Federal financial assistance, or the cost-reimbursement contract awarded under the Federal Acquisition Regulations.
(c) Federal award does not include other contracts that a Federal agency uses to buy goods or services from a contractor or a contract to operate Federal government owned, contractor operated facilities (GOCOs).
(d) See also definitions of Federal financial assistance, grant agreement, and cooperative agreement.

**Federal Award Date (Uniform Guidance, 2 CFR 200.39)** - means the date when the Federal award is signed by the authorized official of the Federal awarding agency.

**Federal Awarding Agency (Uniform Guidance, 2 CFR 200.37)** - means the Federal agency that provides a Federal award directly to a non-Federal entity.

**Federal Financial Assistance (Uniform Guidance, 2 CFR 200.40)** -
(a) For grants and cooperative agreements, Federal financial assistance means assistance that non-Federal entities receive or administer in the form of:
   (1) Grants;
   (2) Cooperative agreements;
(3) Non-cash contributions or donations of property (including donated surplus
property);
(4) Direct appropriations;
(5) Food commodities; and
(6) Other financial assistance (except assistance listed in paragraph (b) of this
section).
(b) For Subpart F--Audit Requirements of this part, Federal financial assistance also
includes assistance that non-Federal entities receive or administer in the form of:
(1) Loans;
(2) Loan Guarantees;
(3) Interest subsidies; and
(4) Insurance.
(c) Federal financial assistance does not include amounts received as reimbursement
for services rendered to individuals as described in Sec. 200.502 Basis for
determining Federal awards expended, paragraph (h) and (i) of this Part.

Federal Interest (Uniform Guidance, 2 CFR 200.41) - means, for purposes of Sec.
200.329 Reporting on real property or when used in connection with the acquisition or
improvement of real property, equipment, or supplies under a Federal award, the dollar
amount that is the product of the:
(a) Federal share of total project costs; and
(b) Current fair market value of the property, improvements, or both, to the extent the
costs of acquiring or improving the property were included as project costs.

Federal Program (Uniform Guidance, 2 CFR 200.41) - means:
(a) All Federal awards which are assigned a single number in the CFDA.
(b) When no CFDA number is assigned, all Federal awards to non-Federal entities from
the same agency made for the same purpose should be combined and considered
one program.
(c) Notwithstanding paragraphs (a) and (b) of this definition, a cluster of programs. The
types of clusters of programs are:
(1) Research and development (R&D);
(2) Student financial aid (SFA); and
(3) "Other clusters," as described in the definition of Cluster of Programs.

Federal Share (Uniform Guidance, 2 CFR 200.43) - means the portion of the total project
costs that are paid by Federal funds.

Field Checks (WIOA Regulations, 20 CFR 651.10) - means random, unannounced
appearances by State Workforce Agency personnel at agricultural worksites to which
ES placements have been made through the intrastate or interstate clearance system
to ensure that conditions are as stated on the job order and that the employer is not
violating an employment-related law.

Field Visits (WIOA Regulations, 20 CFR 651.10) - means appearances by Monitor
Advocates or State Workforce Agency outreach personnel to the working and living
areas of migrant and seasonal farmworkers (MSFWs), to discuss employment services
and other employment-related programs with MSFWs, crew leaders, and employers. Monitor Advocates or outreach personnel must keep records of each such visit.

**Final Cost Objective** *(Uniform Guidance, 2 CFR 200.44)* - means a cost objective which has allocated to it both direct and indirect costs and, in the non-Federal entity’s accumulation system, is one of the final accumulation points, such as a particular award, internal project, or other direct activity of a non-Federal entity. See also Sec. Sec. 200.28 Cost objective and 200.60 Intermediate cost objective.

**Final Determination** *(State Directive WIAD01-3)* - The awarding agency’s final decision to disallow the cost and the status of nonmonetary (administrative) findings.

**Fixed Amount Awards** *(Uniform Guidance, 2 CFR 200.45)* - mean a type of grant agreement under which the Federal awarding agency or pass-through entity provides a specific level of support without regard to actual costs incurred under the Federal award. This type of Federal award reduces some of the administrative burden and record-keeping requirements for both the non-Federal entity and Federal awarding agency or pass-through entity. Accountability is based primarily on performance and results. See Sec. Sec. 200.201 Use of grant agreements (including fixed amount awards), cooperative agreements, and contracts, paragraph (b) and 200.332 Fixed amount subawards.

**General Purpose Equipment** *(Uniform Guidance, 2 CFR 200.48)* - means equipment which is not limited to research, medical, scientific or other technical activities. Examples include office equipment and furnishings, modular offices, telephone networks, information technology equipment and systems, air conditioning equipment, reproduction and printing equipment, and motor vehicles. See also Equipment and Special Purpose Equipment.

**Generally Accepted Accounting Principles (GAAP)** *(Uniform Guidance, 2 CFR 200.49)* - GAAP has the meaning specified in accounting standards issued by the Government Accounting Standards Board (GASB) and the Financial Accounting Standards Board (FASB).

**Generally Accepted Government Auditing Standards (GAGAS)** *(Uniform Guidance, 2 CFR 200.50)* - means generally accepted government auditing standards issued by the Comptroller General of the United States, which are applicable to financial audits.

**Governing Body** *(WIOA Regulations, 20 CFR 684.130)* - means a body of representatives who are duly elected, appointed by duly elected officials, or selected according to traditional tribal means. A governing body must have the authority to provide services to and to enter into grants on behalf of the organization that selected or designated it.

**Grant or Grant Agreement** *(Uniform Guidance, 2 CFR 200.51)* - means a legal instrument of financial assistance between a Federal awarding agency or pass-through entity and a non-Federal entity that, consistent with 31 U.S.C. 6302, 6304:
(a) Is used to enter into a relationship the principal purpose of which is to transfer anything of value from the Federal awarding agency or pass-through entity to the non-Federal entity to carry out a public purpose authorized by a law of the United States (see 31 U.S.C. 6101(3)); and not to acquire property or services for the Federal awarding agency or pass-through entity's direct benefit or use;
(b) Is distinguished from a cooperative agreement in that it does not provide for substantial involvement between the Federal awarding agency or pass-through entity and the non-Federal entity in carrying out the activity contemplated by the Federal award.
(c) Does not include an agreement that provides only:
   (1) Direct United States Government cash assistance to an individual;
   (2) A subsidy;
   (3) A loan;
   (4) A loan guarantee; or
   (5) Insurance.

**Grant Officer (WIOA Regulations, 20 CFR 684.130)** - an U.S. Department of Labor official authorized to obligate Federal funds.

**Grantee (WIOA Regulations, 20 CFR 675.300)** - means the direct recipient of grant funds from the Department of Labor under a grant or grant agreement. A grantee may also be referred to as a recipient.

**Grantee (WIOA Regulations, 20 CFR 685.110)** - means an entity to which the Department directly awards a WIOA grant to carry out programs to serve eligible MSFWs in a service area, with funds made available under WIOA sec. 167 or 127(a)(1).

**Hardware (State Directive WSD14-13)** - means physical components of computer systems.

**Hearing Officer (WIOA Regulations, 20 CFR 651.10)** - means a Department of Labor Administrative Law Judge, designated to preside at Department administrative hearings.

**High School Diploma Equivalent** – A GED or high school equivalency diploma recognized by the State.

**Homeless (WIA Section 101(13)(C)(iii); Stewart McKinney Homeless Assistance Act, Section 103)** - An individual who lacks a fixed, regular, and adequate nighttime residence; and who has a primary nighttime residence that is:
- A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill); or
- An institution that provides a temporary residence for individuals intended to be institutionalized; or a public or private place not designed for, or ordinarily used as, regular sleeping accommodations for human beings.

27
Homeless Child Or Youth (WIOA Regulations, 20 CFR 688.120) - means an individual who lacks a fixed, regular, and adequate nighttime residence and includes a child or youth who:
(1) Is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
(2) Is living in a motel, hotel, trailer park, or campground due to the lack of alternative adequate accommodations;
(3) Is living in an emergency or transitional shelter, is abandoned in a hospital, or is awaiting foster care placement;
(4) Has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
(5) Is living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or
(6) Is a migratory child living in circumstances described in this definition.

Housing Assistance (WIOA Regulations, 20 CFR 685.110) - means housing services which contribute to safe and sanitary temporary and permanent housing constructed, supplied, or maintained with NFJP funding.

Improper Payment (Uniform Guidance, 2 CFR 200.5345) -
(a) Improper payment means any payment that should not have been made or that was made in an incorrect amount (including overpayments and underpayments) under statutory, contractual, administrative, or other legally applicable requirements; and
(b) Improper payment includes any payment to an ineligible party, any payment for an ineligible good or service, any duplicate payment, any payment for a good or service not received (except for such payments where authorized by law), any payment that does not account for credit for applicable discounts, and any payment where insufficient or lack of documentation prevents a reviewer from discerning whether a payment was proper.

Income (WIOA Regulations, 20 CFR 688.120) - as defined in the United States Housing Act of 1937 (42 U.S.C. 1437a(b)(2)), means income is from all sources of each member of the household, as determined in accordance with the criteria prescribed by the Secretary of Labor, in consultation with the Secretary of Agriculture, except that any amounts not actually received by the family and any amounts which would be eligible for exclusion under sec. 1382b(a)(7) of the United States Housing Act of 1937, may not be considered as income under this definition.

Incumbent Worker (State Directive WSD16-04) – means an employee of a business applying for incumbent worker training funds to up-skill and/or retrain in accordance with the WIOA.

Incumbent Worker Training (State Directive WSD16-04) – Developed with an employer or employer association to upgrade skills of a particular workforce. The employer agrees to retain the trained worker(s) upon completion of the training. Frequently, such training is part of an economic development or layoff aversion strategy.
**In-Demand Industry Sector Or Occupation** *(WIOA, Section 3(23)) - means—*

(i) an industry sector that has a substantial current or potential impact (including through jobs that lead to economic self-sufficiency and opportunities for advancement) on the State, regional, or local economy, as appropriate, and that contributes to the growth or stability of other supporting businesses, or the growth of other industry sectors; or

(ii) an occupation that currently has or is projected to have a number of positions (including positions that lead to economic self-sufficiency and opportunities for advancement) in an industry sector so as to have a significant impact on the State, regional, or local economy, as appropriate.

The determination of whether an industry sector or occupation is in-demand under this paragraph shall be made by the State board or local board, as appropriate, using State and regional business and labor market projections, including the use of labor market information.

**In-School Youth** *(WIOA, Section 129) - In this section, the term "in-school youth" means an individual who is—*

(i) attending school (as defined by State law);

(ii) not younger than age 14 or (unless an individual with a disability who is attending school under State law) older than age 21;

(iii) a low-income individual; and

(iv) one or more of the following:

(I) Basic skills deficient.

(II) An English language learner.

(III) An offender.

(IV) A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6))), a homeless child or youth (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement.

(V) Pregnant or parenting.

(VI) A youth who is an individual with a disability.

(VII) An individual who requires additional assistance to complete an educational program or to secure or hold employment.

**SPECIAL RULE.**—For the purpose of this subsection, the term "low-income", used with respect to an individual, also includes a youth living in a high-poverty area.

**Indian and Native American or INA** *(WIOA Regulations, 20 CFR 684.130) - means, for the purpose of this part, an individual that is an American Indian, Native American, Native Hawaiian, or Alaska Native.

**Indian-Controlled Organization** *(WIOA Regulations, 20 CFR 684.130) - means an organization whose governing board is comprised of 51 percent or more individuals
who are members of one or more Federally recognized tribes. Incumbent grantees who were receiving INA funding as of October 18, 2016 and met the 51 percent threshold with the inclusion of members of "State recognized tribes" continue to be eligible for WIOA sec. 166 funds as an Indian-Controlled Organization, as long as they have been continuously funded under WIOA as recipients of INA program grantees since October 18, 2016. Tribal Colleges and Universities meet the definition of Indian-Controlled Organization for the purposes of this regulation.

**Indian Tribe (Or "Federally Recognized Indian Tribe")** *(Uniform Guidance, 2 CFR 200.54)* - means any Indian tribe, band, nation, or other organized group or community, including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (43 U.S.C. Chapter 33), which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians (25 U.S.C. 450b(e)). See annually published Bureau of Indian Affairs list of Indian Entities Recognized and Eligible to Receive Services.

**Indirect (Facilities & Administrative (F&A)) Costs** *(Uniform Guidance, 2 CFR 200.5645)* - mean those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. To facilitate equitable distribution of indirect expenses to the cost objectives served, it may be necessary to establish a number of pools of indirect (F&A) costs. Indirect (F&A) cost pools should be distributed to benefitted cost objectives on bases that will produce an equitable result in consideration of relative benefits derived.

**Indirect Cost Rate Proposal** *(Uniform Guidance, 2 CFR 200.5745)* - means the documentation prepared by a non-Federal entity to substantiate its request for the establishment of an indirect cost rate as described in Appendix III to Part 200--Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Institutions of Higher Education (IHEs) through Appendix VII to Part 200--States and Local Government and Indian Tribe Indirect Cost Proposals of this Part.

**Individual of Limited English Proficiency (LEP)** *(Executive Order 13166)* - Means individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English can be limited English proficient, or "LEP." These individuals may be entitled language assistance with respect to a particular type or service, benefit, or encounter.

**Individual With A Barrier To Employment** *(WIOA, Section 3(24)) - means a member of 1 or more of the following populations:
(A) Displaced homemakers.
(B) Low-income individuals.
(C) Indians, Alaska Natives, and Native Hawaiians, as such terms are defined in section 166.
(D) Individuals with disabilities, including youth who are individuals with disabilities.
(E) Older individuals.
(F) Ex-offenders.
(G) Homeless individuals (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6))), or homeless children and youths (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))).
(H) Youth who are in or have aged out of the foster care system.
(I) Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers.
(J) Eligible migrant and seasonal farmworkers, as defined in section 167(i).
(K) Individuals within 2 years of exhausting lifetime eligibility under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.).
(L) Single parents (including single pregnant women).
(M) Long-term unemployed individuals.
(N) Such other groups as the Governor involved determines to have barriers to employment.

**Individual With A Disability** (*WIOA, Section 3(25) and Regulations 20 CFR 675.300*) - means an individual with any disability (as defined in sec. 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102)). For purposes of WIOA sec. 188, this term is defined at 29 CFR 37.4.

**Individual Service Strategy (ISS)/Individual Employment Plan (IEP)** (*WIOA Regulations, Comment Section, 680.110*) - means an individualized career service and can be provided under either title I of WIOA or under the Wagner-Peyser Act Employment Service (ES) (as amended by title III of WIOA)

**Individual Training Accounts (ITAs)** (*WIOA Regulations, 20 CFR 680.300*) - means a payment agreement established on behalf of a participant with a training provider. WIOA title I adult and dislocated workers purchase training services from State eligible training providers they select in consultation with the career planner, which includes discussion of program quality and performance information on the available eligible training providers. Payments from ITAs may be made in a variety of ways, including the electronic transfer of funds through financial institutions, vouchers, or other appropriate methods. Payments also may be made incrementally, for example, through payment of a portion of the costs at different points in the training course.

**Industry Or Sector Partnership** (*WIOA, Section 3(26)) - means a workforce collaborative, convened by or acting in partnership with a State board or local board, that—

(A) organizes key stakeholders in an industry cluster into a working group that focuses on the shared goals and human resources needs of the industry cluster and that includes, at the appropriate stage of development of the partnership—

(i) representatives of multiple businesses or other employers in the industry cluster, including small and medium-sized employers when practicable;

(ii) 1 or more representatives of a recognized State labor organization or central labor council, or another labor representative, as appropriate; and
(iii) 1 or more representatives of an institution of higher education with, or another provider of, education or training programs that support the industry cluster; and
(B) may include representatives of—
(i) State or local government;
(ii) State or local economic development agencies;
(iii) State boards or local boards, as appropriate;
(iv) a State workforce agency or other entity providing employment services;
(v) other State or local agencies;
(vi) business or trade associations;
(vii) economic development organizations;
(viii) nonprofit organizations, community-based organizations, or intermediaries;
(ix) philanthropic organizations;
(x) industry associations; and
(xi) other organizations, as determined to be necessary by the members comprising the industry or sector partnership.

**Information Technology Systems** *(Uniform Guidance, 2 CFR 200.58)* - means computing devices, ancillary equipment, software, firmware, and similar procedures, services (including support services), and related resources. See also Sec. Sec. 200.20 Computing devices and 200.33 Equipment.

**Infrastructure Costs** *(State Directive WSD16-09)* – means non-personnel costs that are necessary for the general operation of each comprehensive AJCC, including: rental of the facilities, utilities and maintenance, equipment (including assessment-related products and assistive technology for individuals with disabilities), technology to facilitate access to the AJCC (including technology used for the center’s planning and outreach activities), and common identifier costs if decided on by the Local Board and AJCC partners (WIOA Joint Final Rule Section 678.700).

**In-School Youth** *(WIOA, Section 129)* - means an individual who is—
(i) attending school (as defined by State law);
(ii) not younger than age 14 or (unless an individual with a disability who is attending school under State law) older than age 21;
(iii) a low-income individual; and
(iv) one or more of the following:
(I) Basic skills deficient.
(II) An English language learner.
(III) An offender.
(IV) A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6))), a homeless child or youth (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement.
(V) Pregnant or parenting.
(VI) A youth who is an individual with a disability.
An individual who requires additional assistance to complete an educational program or to secure or hold employment.

(2) SPECIAL RULE.—For the purpose of this subsection, the term "low-income", used with respect to an individual, also includes a youth living in a high-poverty area.

Institution Of Higher Education (WIOA, Section 3(28)) - The term "institution of higher education" has the meaning given the term in section 101, and subparagraphs (A) and (B) of section 102(a)(1), of the Higher Education Act of 1965 (20 U.S.C. 1001, 1002(a)(1)).

Intangible Property (Uniform Guidance, 2 CFR 200.59) - means property having no physical existence, such as trademarks, copyrights, patents and patent applications and property, such as loans, notes and other debt instruments, lease agreements, stock and other instruments of property ownership (whether the property is tangible or intangible).

Integrated Education And Training (WIOA, Section 203(11)) - means a service approach that provides adult education and literacy activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or occupational cluster for the purpose of educational and career advancement.

Integrated English Literacy And Civics Education (WIOA, Section 203(12)) - means education services provided to English language learners who are adults, including professionals with degrees and credentials in their native countries, that enables such adults to achieve competency in the English language and acquire the basic and more advanced skills needed to function effectively as parents, workers, and citizens in the United States. Such services shall include instruction in literacy and English language acquisition and instruction on the rights and responsibilities of citizenship and civic participation, and may include workforce training.

Intermediate Cost Objective (Uniform Guidance, 2 CFR 200.60) - means a cost objective that is used to accumulate indirect costs or service center costs that are subsequently allocated to one or more indirect cost pools or final cost objectives. See also Sec. 200.28 Cost objective and Sec. 200.44 Final cost objective.

Internal Controls (Uniform Guidance, 2 CFR 200.61) - means a process, implemented by a non-Federal entity, designed to provide reasonable assurance regarding the achievement of objectives in the following categories:
(a) Effectiveness and efficiency of operations;
(b) Reliability of reporting for internal and external use; and
(c) Compliance with applicable laws and regulations.

Internal Control Over Compliance Requirements For Federal Awards (Uniform Guidance, 2 CFR 200.62) - means a process implemented by a non-Federal entity
designed to provide reasonable assurance regarding the achievement of the following objectives for Federal awards:
(a) Transactions are properly recorded and accounted for, in order to:
   (1) Permit the preparation of reliable financial statements and Federal reports;
   (2) Maintain accountability over assets; and
   (3) Demonstrate compliance with Federal statutes, regulations, and the terms and conditions of the Federal award;
(b) Transactions are executed in compliance with:
   (1) Federal statutes, regulations, and the terms and conditions of the Federal award that could have a direct and material effect on a Federal program; and
   (2) Any other Federal statutes and regulations that are identified in the Compliance Supplement; and
(c) Funds, property, and other assets are safeguarded against loss from unauthorized use or disposition.

Internships (WIOA Regulations, 20 CFR 680.180) – an internship or work experience is a planned, structured learning experience that takes place in a workplace for a limited period of time. Internships and other work experience may be paid or unpaid, as appropriate and consistent with other laws, such as the Fair Labor Standards Act. An internship or other work experience may be arranged within the private for profit sector, the non-profit sector, or the public sector. Labor standards apply in any work experience setting where an employee/employer relationship, as defined by the Fair Labor Standards Act, exists.

Interstate Clearance Order (WIOA Regulations, 20 CFR 651.10) – means an agricultural job order for temporary employment (employment on a less than year-round basis) describing one or more hard-to-fill job openings, which an ES office uses to request recruitment assistance from other ES offices in a different State.

Intrastate Clearance Order (WIOA Regulations, 20 CFR 651.10) – means an agricultural job order for temporary employment (employment on a less than year-round basis) describing one or more hard-to-fill job openings, which an ES office uses to request recruitment assistance from other ES offices within the State.

Invitation for Bid (IFB) (State Directive WSD12-10) means a type of solicitation document, used in a formal competitive bidding process, which contains a precise statement and complete specification of what the agency is attempting to purchase. Qualifying bidders compete solely on the basis of cost.

Job Development (WIOA Regulations, 20 CFR 651.10) means the process of securing a job interview with a public or private employer for a specific participant for whom the ES office has no suitable opening on file.

Job Information (WIOA Regulations, 20 CFR 651.10) means information derived from data compiled in the normal course of ES activities from reports, job orders, applications, and the like.
**Job Opening** *(WIOA Regulations, 20 CFR 651.10)* means a single job opportunity for which the ES office has on file a request to select and refer participants.

**Job Order** *(WIOA Regulations, 20 CFR 651.10)* means the document containing the material terms and conditions of employment relating to wages, hours, working conditions, worksite and other benefits, submitted by an employer.

**Job Referral** *(WIOA Regulations, 20 CFR 651.10)* means:
(1) The act of bringing to the attention of an employer a participant or group of participants who are available for specific job openings or for a potential job; and
(2) The record of such referral. “Job referral” means the same as “referral to a job.”

**Jobs Retained** *(State Directive WSD16-04)* – A layoff is averted when (1) a worker’s job is retained with the current employer that is at risk of downsizing or closing, or (2) when a worker at risk of dislocation transitions to a different job with the same employer.

**Labor Federation** *(WIOA Regulations, 20 CFR 675.300)* - means an alliance of two or more organized labor unions for the purpose of mutual support and action.

**Labor Market Area** *(WIOA, Section 3(30))* - means an economically integrated geographic area within which individuals can reside and find employment within a reasonable distance or can readily change employment without changing their place of residence. Such an area shall be identified in accordance with criteria used by the Bureau of Labor Statistics of the Department of Labor in defining such areas or similar criteria established by a Governor.

**Layoff Aversion** *(State Directive WSD16-04)* – The process of using a series of activities, studies, and networks to examine a business or sector’s cycle, organizational conditions, markets, and broad community relationships etc., in an effort to determine workforce and economic solutions that can mitigate job loss or save jobs.

**Leasehold Improvements** *(GAAP)* - Improvements to leased property made by the lessee that usually revert to the lessor at the end of the life of the lease. If the lessee constructs new buildings on the land or reconstructs and improves existing buildings, the lessee has the right to use such facilities during the life of the lease, but they become the property of the lessor when the lease expires.

**License Fee** *(State Directive WSD13-14)* means payment for authorization allowing use of property, equipment or proprietary software.

**Literacy** *(WIOA, Section 203(13) and 20 CFR 675.300)* - means an individual’s ability to read, write, and speak in English, and to compute, and solve problems, at levels of proficiency necessary to function on the job, in the family of the individual, and in society.
Local Area (WIOA, Section 3(32)) - means a local workforce investment area designated under section 106, subject to sections 106(c)(3)(A), 107(c)(4)(B)(l), and 189(l).

Local WDB (WIOA Regulations, 20 CFR 675.300) - means a Local Workforce Development Board established under WIOA sec. 107, to set policy for the local workforce investment system.

Local Educational Agency (WIOA, Section 3(34)) - The term “local educational agency” has the meaning given the term in section 9101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 7801).

Local Government (Uniform Guidance, 2 CFR 200.64) - means any unit of government within a state, including a:
(a) County;
(b) Borough;
(c) Municipality;
(d) City;
(e) Town;
(f) Township;
(g) Parish;
(h) Local public authority, including any public housing agency under the United States Housing Act of 1937;
(i) Special district;
(j) School district;
(k) Intrastate district;
(l) Council of governments, whether or not incorporated as a nonprofit corporation under state law; and
(m) Any other agency or instrumentality of a multi-, regional, or intra-state or local government.

Low-Income Individual (WIOA, Section 3(36)) - means an individual who—
(A)(i) receives, or in the past 6 months has received, or is a member of a family that is receiving or in the past 6 months has received, assistance through the supplemental nutrition assistance program established under the Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.), the program of block grants to States for temporary assistance for needy families program under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), or the supplemental security income program established under title XVI of the Social Security Act (42 U.S.C. 1381 et seq.), or State or local income-based public assistance;
(ii) is in a family with total family income that does not exceed the higher of—
(I) the poverty line; or
(II) 70 percent of the lower living standard income level;
(iii) is a homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6))), or a homeless child or youth (as defined under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)));
(iv) receives or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.);

(v) is a foster child on behalf of whom State or local government payments are made; or

(vi) is an individual with a disability whose own income meets the income requirement of clause (ii), but who is a member of a family whose income does not meet this requirement.

(B) Lower Living Standard Income Level.—The term "lower living standard income level" means that income level (adjusted for regional, metropolitan, urban, and rural differences and family size) determined annually by the Secretary of Labor based on the most recent lower living family budget issued by the Secretary.

Lower Living Standard Income Level (LLSIL) (WIOA, Section 3 (36)) - means that income level (adjusted for regional, metropolitan, urban, and rural differences and family size) determined annually by the Secretary of Labor based on the most recent lower living family budget issued by the Secretary.

Major Disaster - According to the Stafford Act, a "major disaster" is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this chapter to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Major Program (Uniform Guidance, 2 CFR 200.65) - means a Federal program determined by the auditor to be a major program in accordance with Sec. 200.518 Major program determination or a program identified as a major program by a Federal awarding agency or pass-through entity in accordance with Sec. 200.503 Relation to other audit requirements, paragraph (e).

Management Decision (Uniform Guidance, 2 CFR 200.6664) - means the evaluation by the Federal awarding agency or pass-through entity of the audit findings and corrective action plan and the issuance of a written decision to the auditee as to what corrective action is necessary.

Manufacturing Extension Partnership (MEP) (State Directive WSD16-04) – The National Institute of Standards and Technology's Hollings MEP works with small and mid-sized U.S. manufacturers to help them create and retain jobs, increase profits, and save time and money. The MEP also works with partners at the state and federal levels on programs that put manufacturers in position to develop new customers, expand into new markets and create new products.

Market Price is the price currently established in the usual and ordinary course of trade between buyers and vendors (sellers) and for which the parties free to bargain. The price must be established from sources independent of the vendor.
MOU (WIOA Regulations, 20 CFR 685.100) - means Memorandum of Understanding.

Micro-Purchase (Uniform Guidance, 2 CFR 200.67) - means a purchase of supplies or services using simplified acquisition procedures, the aggregate amount of which does not exceed the micro-purchase threshold. Micro-purchase procedures comprise a subset of a non-Federal entity's small purchase procedures. The non-Federal entity uses such procedures in order to expedite the completion of its lowest-dollar small purchase transactions and minimize the associated administrative burden and cost. The micro-purchase threshold is set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1 (Definitions). It is $3,000 except as otherwise discussed in Subpart 2.1 of that regulation, but this threshold is periodically adjusted for inflation.

Migrant Farmworker (WIOA Regulations, 20 CFR 651.10) - means a seasonal farmworker (as defined in this section) who travels to the job site so that the farmworker is not reasonably able to return to his/her permanent residence within the same day. Full-time students traveling in organized groups rather than with their families are excluded.

Migrant Food Processing Worker - see Migrant Farmworker.

Migrant Youth (WIOA Regulations, 20 CFR 688.120) - means a youth, or a youth who is the dependent of someone who, during the previous 12 months, has:

1. Worked at least 25 days in agricultural labor that is characterized by chronic unemployment or underemployment;
2. Made at least $800 from agricultural labor that is characterized by chronic unemployment or underemployment, if at least 50 percent of his or her income came from such agricultural labor;
3. Was employed at least 50 percent of his or her total employment in agricultural labor that is characterized by chronic unemployment or underemployment; or
4. Was employed in agricultural labor that requires travel to a jobsite such that the farmworker is unable to return to a permanent place of residence within the same day.

Military Service – Reporting for active duty.

Modified Total Direct Cost (MTDC) (Uniform Guidance, 2 CFR 200.68) - means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards and subcontracts up to the first $25,000 of each subaward or subcontract (regardless of the period of performance of the subawards and subcontracts under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward and subcontract in excess of $25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.
**MOU** *(WIOA Regulations, 20 CFR 679.550)* - means Memorandum of Understanding which describes what must be included in the Memorandum of Understanding executed between the Local WDB, with the agreement of the CEO, and the onestop partners relating to the operation of the one-stop delivery system in the local area, and provides for additional details regarding infrastructure costs.

**MSFW** *(WIOA Regulations, 20 CFR 675.300)* - means a migrant farmworker or a seasonal farmworker.

**National Farmworker Jobs Program (NFJP)** *(WIOA Regulations, 20 CFR 675.110)* - is the Department of Labor-administered workforce investment program for eligible MSFWs established by WIOA sec. 167 as a required partner of the one-stop system and includes both career services and training grants, and housing grants.

**Needs-Based Payments** *(WIOA Regulations, 20 CFR 688.120)* - means additional payments beyond regular stipends for program participation that are based on defined needs that enable a youth to participate in the program.

**Network Of Comprehensive AJCCs** *(State Directive WSD16-09)* - A collection of comprehensive AJCCs located within a Local Area. As an alternative to developing separate budgets for each comprehensive AJCC, Local Areas with more than one comprehensive AJCC may instead develop a cross-center infrastructure budget that details the infrastructure costs aggregated across the network of comprehensive AJCCs and across co-located partners.

**Non-Federal Entity** *(Uniform Guidance, 2 CFR 200.69)* - means a state, local government, Indian tribe, institution of higher education (IHE), or nonprofit organization that carries out a Federal award as a recipient or subrecipient.

**Nonmonetary Finding** *(State Directive WIAD01-3)* - An audit conclusion concerning deficiencies in the auditee’s management or financial controls, procedures or systems.

**Nonprofit Organization** *(Uniform Guidance, 2 CFR 200.70)* - means any corporation, trust, association, cooperative, or other organization, not including IHEs, that:
(a) Is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest;
(b) Is not organized primarily for profit; and
(c) Uses net proceeds to maintain, improve, or expand the operations of the organization.

**Nontraditional Employment** *(WIOA, Section 3(37))* - The term “nontraditional employment” refers to occupations or fields of work, for which individuals from the gender involved comprise less than 25 percent of the individuals employed in each such occupation or field of work.
Nontraditional Training (WIOA Comment Section) - means training activities leading to employment in occupations or fields of work in which individuals of one gender comprise less than 25 percent of the individuals so employed. The statutory basis for this definition is found in the definition of nontraditional employment at WIOA sec. 3(37).

Not Attending School (20 CFR NPRM Section 681.230) - an individual who is not attending a secondary or post-secondary school (NPRM Preamble page 20732). An individual who is enrolled in adult education, YouthBuild, or Job Corp is not considered to be attending school.

Obligations (Uniform Guidance, 2 CFR 200.71) - When used in connection with a non-Federal entity's utilization of funds under a Federal award, obligations means orders placed for property and services, contracts and subawards made, and similar transactions during a given period that require payment by the non-Federal entity during the same or a future period.

Occupational Information Network (O*NET) System (WIOA Regulations, 20 CFR 651.10) - means the online reference database which contains detailed descriptions of U.S. occupations, distinguishing characteristics, classification codes, and information on tasks, knowledge, skills, abilities, and work activities as well as information on interests, work styles, and work values.

O*NET–SOC (WIOA Regulations, 20 CFR 651.10) - means the occupational codes and titles used in the O*NET system, based on and grounded in the Standard Occupational Classification (SOC), which are the titles and codes utilized by Federal statistical agencies to classify workers into occupational categories for the purpose of collecting, calculating, and disseminating data. The SOC system is issued by the Office of Management and Budget and the Department of Labor is authorized to develop additional detailed O*NET occupations within existing SOC categories. The Department uses O*NET–SOC titles and codes for the purposes of collecting descriptive occupational information and for State reporting of data on training, credential attainment, and placement in employment by occupation.

Occupational Skills Training (WIOA Regulations, 20 CFR 688.120) - means an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. Occupational skills training includes training programs that lead to recognized postsecondary credentials that align with in-demand industry sectors or occupations in the local area. Such training must:

1. Be outcome-oriented and focused on an occupational goal specified in the individual service strategy;
2. Be of sufficient duration to impart the skills needed to meet the occupational goal; and
(3) Result in attainment of a recognized postsecondary credential.

**Offender (WIOA, Section 3(38))** - means an adult or juvenile—
(A) who is or has been subject to any stage of the criminal justice process, and for whom services under this Act may be beneficial; or
(B) who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

**Offeree** – means a person that submits a proposal in response to a Request for Proposal.

**Office of Management and Budget (OMB) (Uniform Guidance, 2 CFR 200.72)** - means the Executive Office of the President, Office of Management and Budget.

**Older Individual (WIOA, Section 3(39))** - means an individual age 55 or older.

**On-The-Job Training (WIOA, Section 3(44))** - means training by an employer that is provided to a paid participant while engaged in productive work in a job that—
(A) provides knowledge or skills essential to the full and adequate performance of the job;
(B) is made available through a program that provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, except as provided in section 134(c)(3)(H), for the extraordinary costs of providing the training and additional supervision related to the training; and
(C) is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.

**One-Stop Center (WIOA, Section 3(40))** - means a site described in section 121(e)(2).

**One-Stop Operator (WIOA, Section 3(41))** - means 1 or more entities designated or certified under section 121(d).

**One-Stop Partner (WIOA, Section 3(42))** – means—
(A) an entity described in section 121(b)(1); and
(B) an entity described in section 121(b)(2) that is participating, with the approval of the local board and chief elected official, in the operation of a one-stop delivery system.

**One-Stop Partner Program (WIOA, Section 3(43))** - means a program or activities described in section 121(b) of a one-stop partner.

**Operating Lease (GAAP)** - A lease that does not qualify as a capital lease.

**Representative With “Optimum Policy-Making Authority” (WIOA Regulations, 20 CFR 679.120)** - means an individual who can reasonably be expected to speak affirmatively on behalf of the entity he or she represents and to commit that entity to a chosen course of action.
Other System Costs (State Directive WSD16-09) – means other costs that are agreed upon by the Local Board and all AJCC partners. The other system costs budget must include a line item for applicable career services. The budget may also include the cost of other shared services commonly provided by AJCC partners to any individual such as initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services to meet needs, referrals to other AJCC partners, and business services. Shared operating costs may also include shared costs related to the Local Board’s functions. This could include costs associated with the AJCC operator, policy and oversight of AJCC partnerships and effectiveness, etc. (WIOA Joint Final Rule Section 678.760).

Outlying Area (WIOA Regulations, 20 CFR 675.300) - means:
(1) The United States Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands; and
(2) The Republic of Palau, except during a period that the Secretaries determine both that a Compact of Free Association is in effect and that the Compact contains provisions for training and education assistance prohibiting the assistance provided under WIOA.

Out-of-School Youth (WIOA, Section 129) – means an individual who is—
(i) not attending any school (as defined under State law);
(ii) not younger than age 16 or older than age 24; and
(iii) one or more of the following:
(I) A school dropout.
(II) A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter.
(III) A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is—
(aa) basic skills deficient; or
(bb) an English language learner.
(IV) An individual who is subject to the juvenile or adult justice system.
(V) A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6))), a homeless child or youth (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement.
(VI) An individual who is pregnant or parenting.
(VII) A youth who is an individual with a disability.
(VIII) A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

Oversight Agency For Audit (Uniform Guidance, 2 CFR 200.73) - means the Federal awarding agency that provides the predominant amount of funding directly to a non-Federal entity not assigned a cognizant agency for audit. When there is no direct
funding, the Federal awarding agency which is the predominant source of pass-through funding must assume the oversight responsibilities.

**Participant** *(WIOA Regulations, 20 CFR 680.110(a))* - Individuals are considered participants when they have received a Workforce Innovation and Opportunity Act (WIOA) service other than self-service or information-only activities and have satisfied all applicable programmatic requirements for the provision of services, such as eligibility determination.

**Participant Support Costs** *(Uniform Guidance, 2 CFR 200.75)* - mean direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences, or training projects.

**Pass-Through Entity** *(Uniform Guidance, 2 CFR 200.74)* - means a non-Federal entity that provides a subaward to a subrecipient to carry out part of a Federal program.

**Performance Goal** *(Uniform Guidance, 2 CFR 200.76)* - means a target level of performance expressed as a tangible, measurable objective, against which actual achievement can be compared, including a goal expressed as a quantitative standard, value, or rate. In some instances (e.g., discretionary research awards), this may be limited to the requirement to submit technical performance reports (to be evaluated in accordance with agency policy).

**Performed Successfully** *(WIOA, Section 106(e)(1))* - The term “performed successfully”, used with respect to a local area, means the local area met or exceeded the adjusted levels of performance for primary indicators of performance described in section 116(b)(2)(A) (or, if applicable, core indicators of performance described in section 136(b)(2)(A) of the Workforce Investment Act of 1998, as in effect the day before the date of enactment of this Act) for each of the last 2 consecutive years for which data are available preceding the determination of performance under this paragraph.

**Period Of Performance** *(Uniform Guidance, 2 CFR 200.77)* - means the time during which the non-Federal entity may incur new obligations to carry out the work authorized under the Federal award. The Federal awarding agency or pass-through entity must include start and end dates of the period of performance in the Federal award (see Sec. Sec. 200.210 Information contained in a Federal award paragraph (a)(5) and 200.331 Requirements for pass-through entities, paragraph (a)(1)(iv)).

**Personal Property** *(Uniform Guidance, 2 CFR 200.78)* - means property other than real property. It may be tangible, having physical existence, or intangible.

**Personally Identifiable Information (PII)** *(Uniform Guidance, 2 CFR 200.79)* - means information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. Some information that is considered to be PII is available in public sources such as telephone books, public Web sites, and university
listings. This type of information is considered to be Public PII and includes, for example, first and last name, address, work telephone number, email address, home telephone number, and general educational credentials. The definition of PII is not anchored to any single category of information or technology. Rather, it requires a case-by-case assessment of the specific risk that an individual can be identified. Non-PII can become PII whenever additional information is made publicly available, in any medium and from any source, that, when combined with other available information, could be used to identify an individual.

**Placement** (*WIOA Regulations, 20 CFR 651.10*) - means the hiring by a public or private employer of an individual referred by the ES office for a job or an interview, provided that the employment office completed all of the following steps:

1. Prepared a job order form prior to referral, except in the case of a job development contact on behalf of a specific participant;
2. Made prior arrangements with the employer for the referral of an individual or individuals;
3. Referred an individual who had not been specifically designated by the employer, except for referrals on agricultural job orders for a specific crew leader or worker;
4. Verified from a reliable source, preferably the employer, that the individual had entered on a job; and
5. Appropriately recorded the placement.

**Postsecondary Educational Institution** (*WIOA, Section 203(14)*) - means—

A) an institution of higher education that provides not less than a 2-year program of instruction that is acceptable for credit toward a bachelor's degree;
B) a tribally controlled college or university; or
C) a nonprofit educational institution offering certificate or apprenticeship programs at the postsecondary level.

**Poverty Line** (*WIOA, Section 3(49)*) - means the poverty line (as defined by the Office of Management and Budget, and revised annually in accordance with section 673(2) of the Community Services Block Grant Act (42 U.S.C. 9902(2))) applicable to a family of the size involved.

**Pre-Apprenticeship** (*WIOA Regulations, 20 CFR 681.480*) - means a program designed to prepare individuals to enter and succeed in an apprenticeship program registered under the Act of August 16, 1937 (commonly known as the “National Apprenticeship Act”; 50 Stat. 664, chapter 663; 29 U.S.C. 50 et seq.) (referred to in this part as a “registered apprenticeship” or “registered apprenticeship program”) and includes the following elements:

1. Training and curriculum that aligns with the skill needs of employers in the economy of the State or region involved;
2. Access to educational and career counseling and other supportive services, directly or indirectly;
3. Hands-on, meaningful learning activities that are connected to education and training activities, such as exploring career options, and understanding how the skills acquired through coursework can be applied toward a future career;
(4) Opportunities to attain at least one industry-recognized credential; and
(5) A partnership with one or more registered apprenticeship programs that assists in placing individuals who complete the pre-apprenticeship program in a registered apprenticeship program.
(6) YouthBuild programs that receive funding under this part are considered pre-apprenticeship programs under this definition.

**Price Analysis** *(State Directive WSD12-10)* - means the process of examining and evaluating a proposed price without evaluating its separate cost elements and proposed profit. This process determines whether the price is fair and reasonable.

**Prior Approval** *(Uniform Guidance, 2 CFR 200.407)* - Securing the awarding agency's permission in advance to incur cost for those items that are designated as requiring prior approval by the circular. Generally, this permission will be in writing. Where an item of cost requiring prior approval is specified in the budget of an award, approval of the budget constitutes approval of that cost.

**Procurement** *(State Directive WSD12-10)* - means all stages of the process of acquiring property or services, beginning with the process for determining a need for property or services and ending with contract completion and closeout.

**Procurement By Sealed Bids (Formal Advertising).** *(Uniform Guidance, 2 CFR 200.320(c))* – means bids that are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price.

**Procurement By Competitive Proposals** *(Uniform Guidance, 2 CFR 200.320(d))* – is a technique of procurement that is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

1. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
2. Proposals must be solicited from an adequate number of qualified sources;
3. The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
4. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
5. The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional
services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

Program income (Uniform Guidance, 2 CFR 200.80) - means gross income earned by the non-Federal entity that is directly generated by a supported activity or earned as a result of the Federal award during the period of performance. (See Sec. 200.77 Period of performance.) Program income includes but is not limited to income from fees for services performed, the use or rental or real or personal property acquired under Federal awards, the sale of commodities or items fabricated under a Federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with Federal award funds. Interest earned on advances of Federal funds is not program income. Except as otherwise provided in Federal statutes, regulations, or the terms and conditions of the Federal award, program income does not include rebates, credits, discounts, and interest earned on any of them.

Project Cost (Uniform Guidance, 2 CFR 200.83) - means total allowable costs incurred under a Federal award and all required cost sharing and voluntary committed cost sharing, including third-party contributions.

Property (Uniform Guidance, 2 CFR 200.81) - means real property or personal property.

Proportionate Share (State Directive WSD16-09) - means the share of each partner program's infrastructure costs based upon its proportionate use of the AJCC, if benefit is received from that use (WIOA Joint Final Rule Preamble page 55907).

Proposal (State Directive WSD12-10) - means an offer made by one party to another as a basis for negotiations, prior to the creation of a contract.

Protected Personally Identifiable Information (Protected PII) (Uniform Guidance, 2 CFR 200.82) - means an individual's first name or first initial and last name in combination with any one or more of types of information, including, but not limited to, social security number, passport number, credit card numbers, clearances, bank numbers, biometrics, date and place of birth, mother's maiden name, criminal, medical and financial records, educational transcripts. This does not include PII that is required by law to be disclosed. (See also Sec. 200.79 Personally Identifiable Information (PII)).

Public Assistance (WIOA, Section 3(50)) - means Federal, State, or local government cash payments for which eligibility is determined by a needs or income test.

Public Postsecondary Educational Institutions (WIOA, Section 603.2(d)(2)(ii)) – means institutions that are independent of the State’s executive branch, which means those institutions whose directors derive their authority either directly from an elected official in the State other than the Governor or from an entity (again, a State WDB, commission, or other entity) in that line of authority. This covers any public postsecondary educational institution established and governed under State law, for example, a State Board of Regents.
Public Housing ((WIOA Regulations, 20 CFR 651.10) - means housing operated by or on behalf of any public agency.

Questioned Cost (Uniform Guidance, 2 CFR 200.84) - Questioned cost means a cost that is questioned by the auditor because of an audit finding:
(a) Which resulted from a violation or possible violation of a statute, regulation, or the terms and conditions of a Federal award, including for funds used to match Federal funds;
(b) Where the costs, at the time of the audit, are not supported by adequate documentation; or
(c) Where the costs incurred appear unreasonable and do not reflect the actions a prudent person would take in the circumstances.

Rapid Re-Employment (Talent Transfer)(State Directive WSD16-04) – A laid off worker is hired by a different employer and experiences short term unemployment (45 calendar days or less). To qualify for this activity, a confirmed job offer must be on file from the hiring employer and issued within 45 days of the date the participant becomes unemployed.

Rapid Response (WIOA Regulations, 20 CFR 682.300) – means an activity that encompasses the strategies and activities necessary to:
(1) Plan for and respond to as quickly as possible following an event described in § 682.302; and
(2) Deliver services to enable dislocated workers to transition to new employment as quickly as possible.

Real Property (Uniform Guidance, 2 CFR 200.85) - means land, including land improvements, structures and appurtenances thereto, but excludes moveable machinery and equipment.

Reasonableness is a term that means that a cost or price is not greater than what one would expect an ordinarily competent and prudent person to charge when conducting business in a competitive environment.

Recipient (Uniform Guidance, 2 CFR 200.86) - means a non-Federal entity that receives a Federal award directly from a Federal awarding agency to carry out an activity under a Federal program. The term recipient does not include subrecipients. See also Sec. 200.69 Non-Federal entity.

Recognized Postsecondary Credential (WIOA, Section 3(52)) - means a credential consisting of an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the State involved or Federal Government, or an associate or baccalaureate degree.

Register (WIOA Regulations, 20 CFR 675.300) - means the point at which an individual
seeks more than minimal assistance from staff in taking the next step towards self-sufficient employment. This is also when information that is used in performance information begins to be collected. At a minimum, individuals must provide identifying information to be registered.

**Registered Apprenticeship Program (WIOA Regulations, 20 CFR 688.120)** - means an apprenticeship program that:
(1) Is registered under the Act of August 16, 1937 (commonly known as the “National Apprenticeship Act” (50 Stat. 664; 20 U.S.C. 50 et seq.)); and
(2) Meets such other criteria as the Secretary may establish. School dropout means an individual who no longer attends any school and who has not received a secondary school diploma or its State-recognized equivalent.

**Related assistance (WIOA Regulations, 20 CFR 685.110)** - means short-term forms of direct assistance designed to assist eligible MSFWs retain or stabilize their agricultural employment. Examples of related assistance may include, but are not limited to, services such as transportation assistance or providing work clothing.

**Representative With Demonstrated Experience And Expertise (WIOA Regulations, 20 CFR 679.120)** - means an individual with documented leadership in developing or implementing workforce development, human resources, training and development, or a core program function. Demonstrated experience and expertise may include individuals with experience in education or training of job seekers with barriers to employment as described in § 679.110(b)(3)(ii)(C) and (D).

**Representative With Optimum Policy-Making Authority (WIOA Regulations, 20 CFR 679.120)** - means an individual who can reasonably be expected to speak affirmatively on behalf of the entity he or she represents and to commit that entity to a chosen course of action.

**Request For Funds (Cash Management Improvement Act Regulations, 31 CFR 205.3)** – means a solicitation for funds that is completed and submitted in accordance with Federal agency guidelines. Request for funds also means a properly and fully completed application requesting funds that is submitted by the subrecipient in accordance with state guidelines.

**Request for Proposal (RFP) (State Directive WSD12-10)** - means a type of competitive procurement issued at an early stage in a procurement process, where an invitation is presented for suppliers, often through a bidding process, to submit a proposal on a specific commodity or service. The RFP process brings structure to the procurement decision and is meant to allow the risks and benefits to be identified clearly up front.

**Request for Quote (RFQ) (State Directive WSD12-10)** - is used when discussions with bidders are not required (mainly when the specifications of a product or service are already known) and when price is the main or only factor in selecting the successful bidder. An RFQ may also be used as a step prior to going to a full-blown RFP to determine general price ranges. In this scenario, products, services or suppliers may
be selected from the RFQ results to bring in to further research in order to write a more fully fleshed out RFP.

**Resource Sharing Agreement** *(One-Stop Comprehensive Financial Management Technical Assistance Guide)* – Resource sharing is the methodology through which One-Stop partners will pay for, or fund, their equitable fair share of the costs for the operation of the One-Stop Center.

**Respondent** *(WIOA Regulations, 20 CFR 651.10)* - means the employer, individual, or State agency (including a State agency official) who is alleged to have committed the violation described in a complaint.

**Responsible** entity is one that has been determined to: (1) have adequate financial resources to perform the contract or the ability to obtain such resources; (2) be able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and business commitments; (3) have a satisfactory performance record; (4) have a satisfactory record of integrity and business ethics; (5) have the needed organization, experience, accounting, operational control and technical skills or ability to obtain them; (6) have adequate production, construction or technical equipment and needed facilities or the ability to obtain them; and (7) be both qualified and eligible to receive the award under applicable law and regulation.

**Responsive** proposal is the term used for a proposal or bid that meets all requirements of the solicitation adequately; and the submitted document does not constitute a substitute or counter offer. When a bidder substitutes a “like item,” the submittal is considered non-responsive when the like item fails to meet published specifications. The same principle holds when the proposal is a substitute or counter offer.

**Sample** – A group of cases selected from a population by a random process where everyone has an equal probability of being selected.

**School** *(20 CFR NPRM Section 681.230)* – means any secondary or post-secondary school.

**School Dropout** *(WIOA, Section 3(54))* - means an individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent.

**Secondary School** *(WIOA, Section 3(55))* - has the meaning given the term in section 9101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 7801).

**Section 3** *(WIOA Regulations, 20 CFR 688.110)* - means a program described in sec. 3 of the Housing and Urban Development Act of 1968, as amended by the Housing and Community Development Act of 1992.

**Seasonal Farmworker** *(WIOA Regulations, 20 CFR 651.10)* - ans an individual who is
employed, or was employed in the past 12 months, in farmwork (as defined in this section) of a seasonal or other temporary nature and is not required to be absent overnight from his/her permanent place of residence. Non-migrant individuals who are full-time students are excluded. Labor is performed on a seasonal basis where, ordinarily, the employment pertains to or is of the kind exclusively performed at certain seasons or periods of the year and which, from its nature, may not be continuous or carried on throughout the year. A worker who moves from one seasonal activity to another, while employed in farmwork, is employed on a seasonal basis even though he/she may continue to be employed during a major portion of the year. A worker is employed on other temporary basis where he/she is employed for a limited time only or his/ her performance is contemplated for a particular piece of work, usually of short duration. Generally, employment which is contemplated to continue indefinitely is not temporary.

Selective Service/Military Status (WIOA, Section 189(h)) - Each individual participating in any program or activity established under WIA, or receiving any assistance or benefit under WIA, must comply with Section 3 of the Military Selective Service Act

All males who are at least 18 years of age and born after December 31, 1959, and who are not in the armed services on active duty must be registered. Click on the following website address for more information on who must register: http://www.sss.gov/FSwho.htm

Note: A youth who becomes 18 years of age while participating in a WIOA program must register within 30 days of his 18th birthday; otherwise, he will become ineligible for services and must be exited from the program.

Self-Attestation (State Directive WSD15-14 and (TEGL 06-14, Attachment A) – When a participant states his or her status for a particular data element, such as low income, and then signs and dates a form acknowledging this status. The key elements for self-attestation are (1) the participant identifying his or her status for permitted elements, and (2) signing and dating a form attesting to this self-identification. The form and signature can be on paper or in the Local Area management information system, with an electronic signature (TEGL 06-14, Attachment A).

*Note that self-attestation is not to be used as the primary method of gathering documentation to verify data elements. Self-attestation as a documentation source is only to be used when the preferred options of paper documentation or third party corroboration are not available.

Self-certification (WIOA Regulations, 20 CFR 675.300) - means an individual's signed attestation that the information they submit to demonstrate eligibility for a program under title I of WIOA is true and accurate.

Self-certification (WIOA Regulations, 20 CFR 685.110) - means an eligible MSFW’s signed attestation that the information he/she submits to demonstrate eligibility for the
NFJP is true and accurate.

**Service area** *(WIOA Regulations, 20 CFR 685.110)* - means the geographical jurisdiction, which may be comprised of one or more designated State or sub-State areas, in which a WIOA sec. 167 grantee is designated to operate.

**Significant MSFW One-Stop Centers** *(WIOA Regulations, 20 CFR 685.110)* - mean those designated annually by the Department and include those ES offices where MSFWs account for 10 percent or more of annual participants in employment services and those local ES offices which the administrator determines must be included due to special circumstances such as an estimated large number of MSFWs in the service area. In no event may the number of significant MSFW one-stop centers be less than 100 centers on a nationwide basis.

**Simplified Acquisition Threshold** *(Uniform Guidance, 2 CFR 200.88)* - means the dollar amount below which a non-Federal entity may purchase property or services using small purchase methods. Non-Federal entities adopt small purchase procedures in order to expedite the purchase of items costing less than the simplified acquisition threshold. The simplified acquisition threshold is set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1 (Definitions) and in accordance with 41 U.S.C. 1908.

**Small Business Development Centers of California (SBDC)** *(State Directive WSD 16-04)* - The SBDCs provide training and no-cost one-on-one counseling to help small businesses and entrepreneurs overcome obstacles to growth. Topics range from: start-up assistance, planning for growth and expansion, technology and innovation and access to capital.

**Small Purchase Procedures** *(Uniform Guidance, 2 CFR 200.320)* - Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.

**Software** *(State Directive WSD 14-13)* - means programs, procedures, data, and routines used, accessed, and/or stored by computers.

**Solicitation:** The practice of distributing an Invitation for Bid, Request for Proposal, or any other document, such as a Request for Quotation, issued by a purchasing agency for the purpose of soliciting offers to perform a contract.

**Stand-In Costs** *(State Directive WSD 16-05)* - Costs for the program paid for with non-federal costs resulting from an audit. Stand-in costs must come from the same year as the costs that they are proposed to replace and they must not cause a violation of the administrative or other cost limitation. These costs must be included in the appropriate expenditure reports if they will be used at a later time.
**State (Uniform Guidance, 2 CFR 200.90)** - means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any agency or instrumentality thereof exclusive of local governments.

**Standard Metropolitan Statistical Area (SMSA) (WIOA Regulations, 20 CFR 651.10)** means a metropolitan area designated by the Bureau of Census which contains:

1. At least 1 city of 50,000 inhabitants or more; or
2. Twin cities with a combined population of at least 50,000.

**State Board (WIOA Regulations, 20 CFR 675.300)** - means a State Workforce Development Board established under WIOA sec. 101.

**Student Financial Aid (SFA) (Uniform Guidance, 2 CFR 200.91)** - means Federal awards under those programs of general student assistance, such as those authorized by Title IV of the Higher Education Act of 1965, as amended, (20 U.S.C. 1070-1099d), which are administered by the U.S. Department of Education, and similar programs provided by other Federal agencies. It does not include Federal awards under programs that provide fellowships or similar Federal awards to students on a competitive basis, or for specified studies or research.

**Subaward (Uniform Guidance, 2 CFR 200.92)** - means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

**Subgrant Or Subaward (WIOA Regulations, 20 CFR 675.300)** - means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

**Subrecipient (Uniform Guidance, 2 CFR 200.93)** - means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

**Subscription (State Directive WSD 13-14)** - refers to the regular remittance of pay for the licensed use of services, application/software, equipment, or property with a cost of $5,000 or more per unit, or cumulative cost within a twelve-month period.

**Supplies (Uniform Guidance, 2 CFR 200.94)** - Supplies means all tangible personal property other than those described in Sec. 200.33 Equipment. A computing device is
a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or $5,000, regardless of the length of its useful life. See also Sec. Sec. 200.20 Computing devices and 200.33 Equipment.

**Supportive Services** *(WIOA, Section 3(59))* - means services such as transportation, child care, dependent care, housing, and needs-related payments, that are necessary to enable an individual to participate in activities authorized under this Act.

**Supportive Services** *(WIOA Regulations, 20 CFR 651.10)* - means services that are necessary to enable an individual to participate in activities authorized under WIOA or the Wagner- Peyser Act. These services may include, but are not limited to, the following:
1. Linkages to community services;
2. Assistance with transportation;
3. Assistance with child care and dependent care;
4. Assistance with housing;
5. Needs-related payments;
6. Assistance with educational testing;
7. Reasonable accommodations for individuals with disabilities;
8. Referrals to health care;
9. Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear;
10. Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes; and
11. Payments and fees for employment and training-related applications, tests, and certifications.

**Sustained Fiscal Integrity** *(WIOA, Section 106(e)(2)) – when used with respect to a local area, means that the Secretary has not made a formal determination, during either of the last 2 consecutive years preceding the determination regarding such integrity, that either the grant recipient or the administrative entity of the area misexpended funds provided under subtitle B (or, if applicable, title I of the Workforce Investment Act of 1998 as in effect prior to the effective date of such subtitle B) due to willful disregard of the requirements of the provision involved, gross negligence, or failure to comply with accepted standards of administration.

**Technical Assistance** *(WIOA Regulations, 20 CFR 685.110)* - means the guidance provided to grantees and grantee staff by the Department to improve the quality of the program and the delivery of program services to eligible MSFWs.

**Termination** *(Uniform Guidance, 2 CFR 200.95)* - means the ending of a Federal award, in whole or in part at any time prior to the planned end of period of performance.

**Third-Party In-Kind Contributions** *(Uniform Guidance, 2 CFR 200.96)* - mean the value of non-cash contributions (i.e., property or services) that--
(a) Benefit a federally assisted project or program; and
(b) Are contributed by non-Federal third parties, without charge, to a non-Federal entity under a Federal award.

**Training Services** *(WIOA, Section 3(60)) - means services described in section 134(c)(3).*

**Unemployed Individual** *(WIOA, Section 3(61)) - means an individual who is without a job and who wants and is available for work. The determination of whether an individual is without a job, for purposes of this paragraph, shall be made in accordance with the criteria used by the Bureau of Labor Statistics of the Department of Labor in defining individuals as unemployed.*

**Unemployment Insurance Claimant** *(WIOA Regulations, 20 CFR 651.10) - means a person who files a claim for benefits under any State or Federal unemployment compensation law.*

**Unilateral Modification** means a modification made and signed solely by the contracting agency without consideration to the service provider/vendor.

**Unilateral Right** means a legal action that may be taken by the contracting agency without consideration to the service provider/vendor.

**Unliquidated Obligations** *(WIOA Regulations, 20 CFR 651.10) - means, for financial reports prepared on a cash basis, obligations incurred by the non-Federal entity that have not been paid (liquidated). For reports prepared on an accrual expenditure basis, these are obligations incurred by the non-Federal entity for which an expenditure has not been recorded.*

**Unobligated Balance** *(WIOA Regulations, 20 CFR 651.10) - means the amount of funds under a Federal award that the non-Federal entity has not obligated. The amount is computed by subtracting the cumulative amount of the non-Federal entity's unliquidated obligations and expenditures of funds under the Federal award from the cumulative amount of the funds that the Federal awarding agency or pass-through entity authorized the non-Federal entity to obligate.*

**Unit Of General Local Government** *(WIOA, Section 3(62)) - means any general purpose political subdivision of a State that has the power to levy taxes and spend funds, as well as general corporate and police powers.*

**United States Worker** *(INA 20 CFR 655.5) - means a worker who is:

1. A citizen or national of the U.S.;
2. An alien who is lawfully admitted for permanent residence in the U.S., is admitted as a refugee under 8 U.S.C. 1157, section 207 of the Immigration and Naturalization Act (INA), is granted asylum under 8 U.S.C. 1158, section 208 of the INA, or is an alien otherwise authorized under the immigration laws to be employed in the U.S.; or
3. An individual who is not an unauthorized alien (as defined in 8 U.S.C. 1324a(h)(3), section 274a(h)(3) of the INA) with respect to the employment in which the worker is engaging.

**U.S. Job Seekers** *(WIOA Regulations Comment Section, Clearance System)* - means a U.S. worker who is interested in obtaining a job. Therefore, a "U.S. worker" would not be a "job seeker" if that individual is not interested in obtaining a job. The change

**Unlikely to Return** *(State Directive WIAD04-18)* - Dislocated Worker is considered unlikely to return if he/she:
- Has worked in a declining industry/occupation; or
- Has worked in an industry/occupation for which there are limited job orders in the EDD Job Match system; or
- Can document unsuccessful efforts to obtain employment in the prior industry/occupation; or
- Is insufficiently educated and/or do not have the necessary skills for reentry into the former industry/occupation; or
- Has physical or other problems that would preclude reentry into the former industry or occupation.
- The client has been identified as a Dislocated Worker through the UI Profiling System.

**Unliquidated Obligations** *(Uniform Guidance, 2 CFR 200.97)* - mean, for financial reports prepared on a cash basis, obligations incurred by the non-Federal entity that have not been paid (liquidated). For reports prepared on an accrual expenditure basis, these are obligations incurred by the non-Federal entity for which an expenditure has not been recorded.

**Unobligated Balance** *(Uniform Guidance, 2 CFR 200.98)* - means the amount of funds under a Federal award that the non-Federal entity has not obligated. The amount is computed by subtracting the cumulative amount of the non-Federal entity's unliquidated obligations and expenditures of funds under the Federal award from the cumulative amount of the funds that the Federal awarding agency or pass-through entity authorized the non-Federal entity to obligate.

**Underemployed** *(WIOA Regulations, 20 CFR 684.130)* - means an individual who is working part-time but desires full-time employment, or who is working in employment not commensurate with the individual's demonstrated level of educational and/or skill achievement.

**Veteran** *(WIOA, Section 3(63))* -
(A) Veteran.—The term "veteran" has the meaning given the term in section 101 of title 38, United States Code.
(B) Recently Separated Veteran.—The term "recently separated veteran" means any veteran who applies for participation under this Act within 48 months after the discharge or release from active military, naval, or air service.
**Vocational Rehabilitation Program** *(WIOA, Section 3(64)* - means a program authorized under a provision covered under paragraph (13)(D).

**Vendor** *(State Directive WSD12-10)* - means a dealer, distributor, merchant, or other seller providing goods or services that are required for the conduct of a federal program.

**Veteran** *(WIOA Regulations, 20 CFR 651.10)* - an a person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable, as defined under 38 U.S.C. 101 and sec. 3(63)(A) of WIOA.

**Veteran** *(WIA Client Forms Handbook, March 2005)*

- **Disabled Veteran** - A Disabled Veteran, for WIA purposes, is defined as a veteran entitled to disability compensation regardless of the rate (include those rated at 0%) for a disability under laws administered by the Department of veterans' Affairs (VA) or was discharged or released from active duty because of a service-connected disability. A veteran that is "Special Disabled" is one who is 30% disabled or more by the VA, or at least 10 or 20 percent for a serious employment disability.

- **Other Campaign Veteran** - An Other Campaign Veteran, for WIA purposes, is defined as a veteran who served on active duty in the US armed forces during a war or campaign or expedition for which a campaign badge or expeditionary medal has been authorized.

- **Recently Separated Veteran** - A recently separated veteran, for WIA purposes, is defined as a veteran who applied for WIA Title I within 48 months after discharge or release from active US military, naval or air service.

- **Veteran** - A Veteran, for WIA purposes, is defined as an individual who served in the active US military, naval, or air service, and who was discharged or released from such service under conditions other than dishonorable. For reporting purposes, WIA also requires a distinction between those veterans who meet the above definition for 180 days or less, and for those that served more than 180 days.

- **Vietnam Era Veteran** - A Vietnam Era Veteran, for WIA purposes, is defined as a veteran who served in the active US military, naval, or air services, and who was discharged or released from such service under conditions other than dishonorable during the Vietnam Era. The Vietnam Era is the period beginning on February 28, 1961, and ending on May 7, 1975, in the case of a veteran who served in the Republic of Vietnam during that period, and the period beginning on August 5, 1964, and ending on May 7, 1985, in all other cases.

*Note: For on-line access to DD Form 214 Military Records (Certificate of Release or Discharge from Active Duty), please visit the following:*  
Military veterans and the next of kin of deceased former military members may use this new on-line records system to request documents. (A signature verification form must still be sent.)


**Wagner-Peyser Act Employment Service (ES) also known as Employment Service (ES)** *(WIOA Regulations, 20 CFR 651.10)* - means the national system of public ES offices described under the Wagner-Peyser Act. Employment services are delivered through an nationwide system of one-stop centers, and are managed by State Workforce Agencies and the various local offices of the State Workforce Agencies, and funded by the United States Department of Labor.

**WIA Regulations** mean the regulations in 20 CFR parts 660 through 672, the Wagner-Peyser Act regulations in 20 CFR part 652, subpart C, and the regulations implementing WIA sec. 188 in 29 CFR part 37.

**WARN** *(Workforce Tool Kit Glossary)* - Worker Adjustment and Retraining Notification Act, which offers protection to workers, their families, and communities by requiring employers to provide written notice 60 days in advance of covered plant closings and covered mass layoffs. This notice must be provided to either affected workers or their representatives (e.g., a labor union), to the Dislocated Worker Unit, and to the appropriate unit of local government.

**Work Sharing Program/Short Term Compensation** – Work Sharing is described in Section 1279.5 of the California Unemployment Insurance Code and provides employers with an alternative to layoffs and provides their employees with the payment of reduced Unemployment Insurance benefits. Note: This activity is considered a job saved/retained as this strategy does minimize the impact on the Unemployment Insurance fund and should be reported on the Layoff Aversion Form 122.

**Workforce and Labor Market Information (WLM1)** *(WIOA Regulations, 20 CFR 651.10)* - means the body of knowledge that describes the relationship between labor demand and supply. This includes identification and analysis of the socio-economic factors that influence employment, training, and business decisions, such as worker preparation, educational program offerings and related policy decisions within national, State, Substate, and local labor market areas. WLM1 includes, but is not limited to:

1. Employment numbers by occupation and industry;
2. Unemployment numbers and rates;
3. Short- and long-term industry and occupational employment projections;
4. Information on business employment dynamics, including the number and nature of business establishments, and share and location of industrial production;
5. Local employment dynamics, including business turnover rates; new hires, job separations, net job losses;
6. Job vacancy counts;
(7) Job seeker and job posting data from the public labor exchange system;
(8) Identification of high growth and high demand industries, occupations, and jobs;
(9) Information on employment and earnings for wage and salary workers and for the self-employed;
(10) Information on work hours, benefits, unionization, trade disputes, conditions of employment, and retirement;
(11) Information on occupation-specific requirements regarding education, training, skills, knowledge, and experience; WLMIE also may include, as either source data or as outputs of analysis of source data:
(12) Population and workforce growth and decline, classified by age, sex, race, and other demographic characteristics;
(13) Identification of emerging occupations and evolving skill demands;
(14) Business skill and hiring requirements;
(15) Workforce characteristics, which may include skills, experience, education, credential attainment, competencies, etc.;
(16) Workforce available in geographic areas;
(17) Information on regional and local economic development activity, including job creation through business start-ups and expansions;
(18) Enrollments in and completers from educational programs, training and registered apprenticeship;
(19) Trends in industrial and occupational restructuring;
(20) Shifts in consumer demands;
(21) Data contained in governmental or administrative reporting including wage records as identified in § 652.301 of this chapter;
(22) Labor market intelligence gained from interaction with businesses, industry or trade associations, education agencies, government entities, and the public; and
(23) Other economic factors. Workforce and Labor Market Information System (WLMIS) means the system that collects, analyzes, interprets, and disseminates workforce characteristics and employment-related data, statistics, and information at national, State, and local labor market areas and makes that information available to the public, workforce development system, one-stop partner programs, and the education and economic development communities.

**Workforce Investment Activities** *(WIOA Regulations, 20 CFR 675.300)* - mean the array of activities permitted under title I of WIOA, which include employment and training activities for adults and dislocated workers, as described in WIOA sec. 134, and youth activities, as described in WIOA sec. 129.

**Workplace Adult Education And Literacy Activities** *(WIOA, Section 203(16))* - means adult education and literacy activities offered by an eligible provider in collaboration with an employer or employee organization at a workplace or an off-site location that is designed to improve the productivity of the workforce.

**Workforce Development Activity** *(WIOA, Section 3(65))* - means an activity carried out through a workforce development program.
**Workforce Development Program** *(WIOA, Section 3(66))* - means a program made available through a workforce development system.

**Workforce Development System** *(WIOA, Section 3(67))* - means a system that makes available the core programs, the other one-stop partner programs, and any other programs providing employment and training services as identified by a State board or local board.

**Workforce Investment Activity** *(WIOA, Section 3(68))* - means an employment and training activity, and a youth workforce investment activity.

**Workforce Preparation Activities** *(WIOA, Section 203(17))* means activities, programs, or services designed to help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and self-management skills, including competencies in utilizing resources, using information, working with others, understanding systems, and obtaining skills necessary for successful transition into and completion of postsecondary education or training, or employment.

**Working Capital Advance** *(Uniform Guidance, 2 CFR 200.305(b)(4))* - A procedure whereby funds are advanced to the recipient to cover its estimated disbursement needs generally geared to the non-Federal entity's disbursing cycle. Thereafter, the Federal awarding agency or pass-through entity must reimburse the non-Federal entity for its actual cash disbursements.

**Workplace Learning Advisor** *(WIOA, Section 3(70))* - means an individual employed by an organization who has the knowledge and skills necessary to advise other employees of that organization about the education, skill development, job training, career counseling services, and credentials, including services provided through the workforce development system, required to progress toward career goals of such employees in order to meet employer requirements related to job openings and career advancements that support economic self-sufficiency.

**Youthbuild Program** *(WIOA Regulations, 20 CFR 688.110)* - means any program that receives assistance under this part and provides disadvantaged youth with opportunities for employment, education, leadership development, service to the community, and training through the rehabilitation (which, for purposes of this part, includes energy efficiency enhancements) or construction of housing for homeless individuals and low-income families, and public facilities.

**Youth In Foster Care** *(WIOA Regulations, 20 CFR 688.110)* - as defined in § 681.210 of this chapter, means an individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship, guardianship, or adoption; or a child eligible for assistance under sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement.