



WORKFORCE DEVELOPMENT
AGING & COMMUNITY SERVICES



CalJOBS Help Sheet 24

How to use Local Grant Codes

Prepared by: Data Management & Analytics Division

Local Grant Codes

How to use a Local Grant Code

A local grant code allows you to create activities within a Title I - WIOA application using a Local Funded Grant. A Local Funded Grant is defined by the LWIA and is **not** one of the WIOA grants (Adult, DW, Youth, etc.)

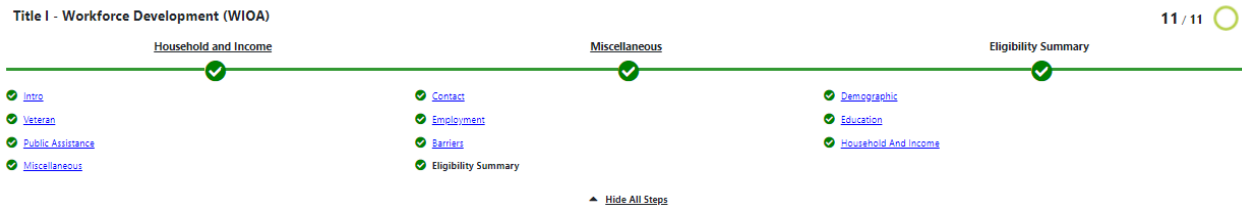
Even though a local grant will be used, an **Eligibility Date** under one of the WIOA grants must be entered.

Should the participant become eligible under a WIOA grant code later on, you will be able to add an activity under any eligible WIOA grants(s).

Using the Local Grant Code consists of two steps:

1. Activating the local grant under the WIOA application
2. Adding the local grant under the related Activity

1. To get started, access the participant's WIOA application wizard and go to the **Eligibility and Grants** section.



2. Scroll down to the Non-WIOA Grants area and under **Local Funded Grants**, select Yes.

Non-WIOA Grants

Non-WIOA Special Grants: Yes No Not Applicable Inactive

Local Funded Grants: Yes No Not Applicable Inactive

*Note: If you would like to add the P2E grants, you would have to select Yes next to **Non-WIOA Special Grants**.*

- A list of all available local grants will appear. Find the local grant code and click **Add** under the **Action** column. Click **“Finish”** at the bottom of the page to save the update to the application.

Grant Type	Grant ID	Grant Name	Local Grant Code	Date Added	Action
National DW Grant (NDWG)	682	1143 - 2018 CA Megafires NDWG - Temporary Jobs	1143		Add
National DW Grant (NDWG)	792	1202 - 2018 CA Megafires NDWG - Workforce Dev (2nd Incr)	1202		Add
National DW Grant (NDWG)	793	1203 - 2018 CA Megafires NDWG - Temporary Jobs (2nd Incr)	1203		Add
National DW Grant (NDWG)	800	1195 - COVID-19 Disaster Recovery NDWG (Temporary Jobs)	1195		Add
National DW Grant (NDWG)	801	1196 - COVID-19 Disaster Recovery NDWG (Workforce Development)	1196		Add
National DW Grant (NDWG)	826	1210-2018 CA Megafires NDWG-Workforce DEV (3rd Incr)	1210		Add
NonWIOA Special Grant	716	2286 - P2E Supportive Services / Earn and Learn	2286		Add
NonWIOA Special Grant	717	2287 - P2E Direct Services	2287		Add
NonWIOA Special Grant	848	2059 - CalBright	2059		Add
Local Funded Grant	585	Probation - Challenger	LA0951		Add
Local Funded Grant	586	Probation - Kilpatrick	LA0952		Add
Local Funded Grant	600	Innovation Fund	LA0953		Add
Local Funded Grant	601	Alternative Staffing Organization Program	LA0954		Add
Local Funded Grant	603	Exide Lead Mitigation Program	LA0956		Add
Local Funded Grant	608	Work Based Learning	LA0957		Add
Local Funded Grant	611	Jail Based Job Center	LA0958		Add
Local Funded Grant	614	Regional LA RISE	LA0959		Add
Local Funded Grant	615	INVEST	LA0960		Add
Local Funded Grant	638	LACTDA Project	LA0961		Add



Now an activity can be created for the participant using the activated local grant code.

- Click **Create Activity/Service/Enrollment** under the **Activity/Service/Enrollment** section of the WIOA application. (On a newly created WIOA application, click **Create Participation** to create an enrollment and a first activity.):

Location and Staff

LWIA: 13 - Los Angeles County Department of Community, and Se
Create Staff Username: 30159100
Case Manager: Melanie Alvarez (30377127)

Onestop: 2297 - LAO City of Palmdale - Veteran's Program
Edit Staff Username: 30377127
Temporary Case Manager: N/A

- Eligibility Summary
- Participation
- Activities / Enrollments / Services

[Create Activity / Service / Enrollment](#)

- Under **Customer Program Group**, select “98 – Local Funded Grant”.

General Information

Participant User Name: CHERYLYNNSARA

Participant State ID: 1000767131

Last Name, First Name MI: Sara, Cherylynn

Address: 3175 W. 6th St.
Los Angeles, CA 90020

Application Summary: **Program:**Title I - Workforce Development (WIOA)
Application Date:3/24/2021
Earliest Eligibility Date:03/24/2021

Participation Date: 05/07/2021

* **Customer Program Group:** 98 - Local Funded Grant

[[Select program enrollment template](#)]

* **LWDB:** Los Angeles County WDACS
LWDB cannot be modified if staff has local region assignment.

* **Office Location:** None Selected

Agency Code Search: [[Select Agency Code](#)]

Agency Code: lao - LA County WDACS

- In the Enrollment Information section, select the grant you’ve activated under the WIOA application in the **Grant** field.

Enrollment Information

Grant: LAO955 - Strong Workforce

WIOA or Non-WIOA Partner Program: Yes, service is a WIOA or Non-WIOA Partner Program.

* **Activity Code:** [] []
[[Select Activity Code](#)]

Projected Begin Date: [] (mm/dd/yyyy) [Today]

Actual Begin Date: [] (mm/dd/yyyy) [Today]

* **Projected End Date:** [] (mm/dd/yyyy) [Today]

Any classes attended through Distance Learning: Yes No

7. Proceed to create the rest of the activity as usual.

Once the activity has been created, the participant will have an open activity with the **Funding/Grant** displaying the local funded grant that was selected.

Activities / Enrollments / Services 2

[Create Activity / Enrollment / Service](#)



Status	Activity / Provider	Actions	Funding / Grant	Projected Begin Date	Actual Begin Date	Projected End Date	Actual End Date
O	133 - Job Search Workshop No Provider Information	W	Local Funded Grant LA0955 - Strong Workforce	06/08/2021	06/08/2021	06/08/2021	Close

Search: i

Local Grant Reporting

Since a local grant is entered using the WIOA application, you can access a few WIOA reports in CalJOBS and filter for local grants.

Below are two examples:

Example 1. Detailed Reports > Services Reports > Services Provided Individuals > by Grant



Example 2. Detailed Reports > Case Management Reports > Case Load - WIOA > Online Characteristics



For any report where you'd like to isolate local grant usage, ensure that the following filters are activated:

Customer Group: Local Funded Grant

Grant Type: Local Funded Grant

The screenshot shows a software interface with two sections. The top section is titled "Program" and contains a dropdown menu for "Customer Group:" with the subtext "(Press Ctrl to select multiple items)". The dropdown list includes "Statewide Rapid Response Add'l Assistance DW", "Statewide Dislocated Worker", "National Dislocated Worker Grant (NDWG)", and "Local Funded Grant". The bottom section is titled "Enrolled Grant" and contains a dropdown menu for "Grant Type:" with the value "Local Funded Grant".