



WORKFORCE DEVELOPMENT
AGING & COMMUNITY SERVICES



CalJOBS Help Sheet 24

How to use Local Grant Codes

Prepared by: Research and Statistics Division

Local Grant Codes

How to use a Local Grant Code

A local grant code allows you to create activities within a 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.) Should the participant become eligible under a WIOA grant code later on, you will be able to add WIOA Eligibility to an existing Local Grant WIOA application.

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

3. Under the Grants section, find the appropriate grant code and click **Add** under the **Action** column. Click Finish at the bottom of the page to save the update to the application.

Grants

No grants have been added.

Select from the list of available grants.

Grant Type	Grant ID	Grant Name	Local Grant Code	Date Added	Action
Local Funded Grant	411	Jail-Based Program	LAO908		Add
Local Funded Grant	565	P3 Collaborative	NA		Add
Local Funded Grant	566	Probation Referrals	NA		Add
Local Funded Grant	567	Probation	NA		Add

Now an activity can be created for the participant using the 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: Pimp0110

Participant State ID: 784381473

Last Name, First Name MI: CAMACHO, HUGO F

Social Security Number: 6405

Address: 802 W 164 St Apt 10
Gardena, CA 90247

Application Summary: Program:WIOA
Application Date:10/22/2015
Earliest Eligibility Date:10/22/2015

Participation Date: 10/22/2015

*** Customer Program Group:**

*** LWIA Region:**
LWIA cannot be modified if staff has local region assignment.

*** Office Location:**

Agency Code Search: [Click Here](#)

Agency Code: -

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

- 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 12

[Create Activity / Service / Enrollment](#)

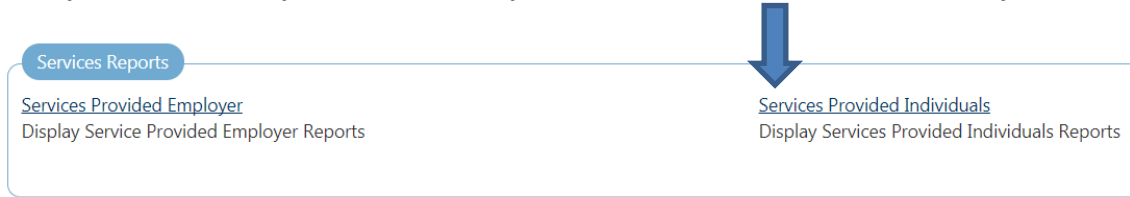
Status	Activity / Provider	WZ	Funding / Grant	Projected Begin Date	Actual Begin Date	Projected End Date	Actual End Date
O	112 - Job Fair No Provider Information	W	Local Funded Grant P3 Collaborative	06/07/2017	06/07/2017	06/07/2017	Close

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 "Program" section with a dropdown menu for "Customer Group" containing: "Statewide Rapid Response Add'l Assistance DW", "Statewide Dislocated Worker", "National Dislocated Worker Grant (NDWG)", and "Local Funded Grant" (highlighted in yellow). Below this is an "Enrolled Grant" section with the text "Statewide Grants including NEG:" and a "Grant Type" dropdown menu set to "Local Funded Grant" (highlighted in yellow).