



**WORKFORCE DEVELOPMENT**  
**AGING & COMMUNITY SERVICES**



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# **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		<a href="#">Add</a>
Local Funded Grant	565	P3 Collaborative	NA		<a href="#">Add</a>
Local Funded Grant	566	Probation Referrals	NA		<a href="#">Add</a>
Local Funded Grant	567	Probation	NA		<a href="#">Add</a>

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:** 98 - Local Funded Grant

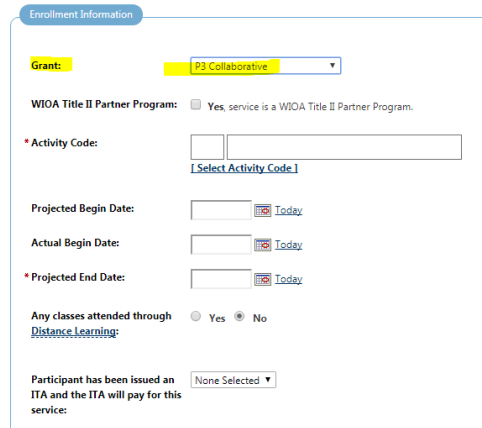
**\* LWIA Region:** Los Angeles County Department of Community, and Se  
LWIA cannot be modified if staff has local region assignment.

**\* Office Location:** LAO City of Palmdale - Veteran's Program

**Agency Code Search:** [Click Here](#)

**Agency Code:** 100 - LAO COMMUNITY AND SENIOR SERVI

- 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](#)



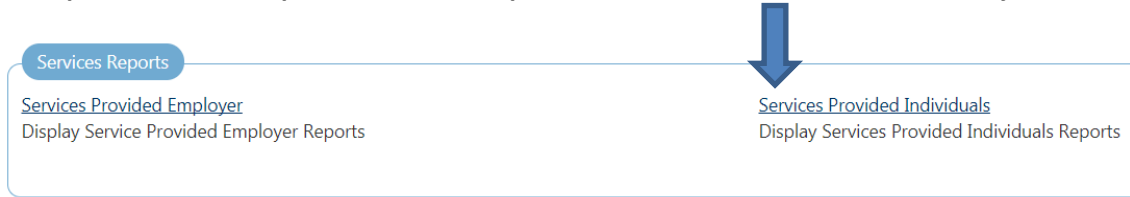
Status	Activity / Provider	WZ	Funding / Grant	Projected Begin Date	Actual Begin Date	Projected End Date	Actual End Date
<span style="color: green;">O</span>	112 - Job Fair No Provider Information	<span style="color: purple;">W</span>	Local Funded Grant P3 Collaborative	06/07/2017	06/07/2017	06/07/2017	<a href="#">Close</a>

## 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 web form with two main sections. The top section is titled 'Program' and contains a dropdown menu for 'Customer Group' with the following options: '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 option 'Local Funded Grant'.