DATE: July 25, 2019

TO: All BusinessSource Center Subrecipients

FROM: Jacqueline Rodriguez, Assistant Chief Grants Administrator
Economic Development Division

SUBJECT: DIRECTIVE NO. 20-02
PROGRAM YEAR 2019-2020 NEW PROGRAM FORMS

EFFECTIVE DATE
This bulletin is effective on August 1, 2019.

PURPOSE
The purpose of this Directive is to provide LA BusinessSource Center Subrecipients with new Program Forms to be used for all files in conjunction with utilization of Community Development Block Grants (CDBG) funds for Program Year 2019-20. All client files must contain all of the forms listed in this directive. This Directive and attachments set out the program requirements and identifies documents that must be utilized and maintained in client files in order for contract compliance to be maintained.

1. Document Checklist
Outlines the file structure for maintenance and record-keeping of documentation whether electronically stored in SalesForce or maintained in hard-copy form in file cabinets.

2. Business Needs Assessment
This form is no longer a separate form. The Business Needs Assessment has been incorporated in the Individual Business Service Agreement and Client Service Notes.

3. Individual Business Service Agreement (Application)
Document is used when clients are ENROLLED in the LABSC program. Application must be accompanied by eligibility document(s). This form should also be used to document the number and types of jobs that exist prior to receiving CDBG assistance. In lieu of the Job Reporting Form, Payroll records may be collected.

4. Client Service Notes
This form is expected to be in every file. It will contain information of client interactions the BSC conducted to help the client reach their business objectives (Job Creation and/or Job retention).
5. Job Creation/Retention Form
This form should be used when a Job has been created or retained. **ONLY HUD JOB FORMS UPLOADED TO SALESFORCE will count towards Agency goals.**

**Job Creation**
In order to meet this criterion, the job must be created with the direct assistance of the LABSC AND 51% of the jobs created/retained must be available to or held by LMI persons. Jobs created can be part time (PT) however, LABSC Jobs are counted on a full time equivalent (FTE) basis.

**Job Retention**
In order to meet these criteria, there must be documentation that jobs would have been lost without the LABSC program services. Documentation required:
- Documentation of services provided through LABSC directly preventing the loss of jobs - **and**-
- Letter of explanation of current business environment with income not sufficient to meet payroll and current profit and loss statement(s) evidencing loses in business income - **or**-
- Bank statements evidencing decreasing balances and challenges meeting credit and payroll responsibilities - **or**-
- Business Tax Returns for previous two years evidencing a decreasing business income thereby creating challenges meeting credit and payroll responsibilities.

6. Job Reporting Form
This form should be used to document the number and types of jobs that exist after receiving CDBG assistance to be used as back-up documentation for the Job Creation/Retention forms. In lieu of the Job Reporting Form, Payroll records may be collected.

7. Business Referral Form
This form should be used when a client referral is being forwarded to any WorkSource Center location or any other partners.

Attachments:
1. Document Checklist
2. Individual Business Services Agreement
3. Client Service Notes
4. Job Creation Form
5. Job Retention Form
6. Job Reporting Form
7. Business Referral Form