

# CITY OF LOS ANGELES

CALIFORNIA

ECONOMIC AND WORKFORCE  
DEVELOPMENT DEPARTMENT

1200 W. 7TH STREET  
LOS ANGELES, CA 90017

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**DATE:** Jun 14, 2023

**TO:** All Economic Development Division Subrecipients

**FROM:** Daysi Hernandez, Chief Grants Administrator   
Economic Development Division Daysi Hernandez (Jun 14, 2023 08:53 PDT)

**SUBJECT: DIRECTIVE NO. 23-03  
NEW PROGRAM FORMS FOR ECONOMIC DEVELOPMENT SERVICE  
PROVIDERS WITH A NATIONAL OBJECTIVE OF LOW/MOD JOBS**

## EFFECTIVE DATE

This bulletin is effective as of June 15, 2023.

## PURPOSE

The purpose of this Directive is to provide Economic Development Service Providers (Subrecipients) with Low- and Moderate-Income Jobs as their National Objective with new Program Forms to be used for all files in conjunction with utilization of Community Development Block Grants (CDBG) funds. This Directive and attachments set out the program requirements and identify documents that must be utilized and saved in client files to maintain contract compliance.

All agencies operating Los Angeles BusinessSource Centers must upload all files and their supporting documentation into Salesforce. Documents may be stored in hard-copy form in a locked file cabinet.

### 1. Individual Business Service Agreement (IBSA)

This document is required to enroll businesses into your program. The IBSA must be accompanied with eligibility document(s). This form must document the number and types of jobs that exist prior to receiving services, if any and the number of jobs to be created. The IBSA is valid for two years. If the client continues to receive services after two years or returns for additional services two years after signing the IBSA then a new Application needs to be completed. **HUD has allowed e-signatures since the pandemic, however, it is recommended to collect original "wet" signatures when possible.**

### 2. Business Needs Assessment

A business needs assessment must be completed and documented in the client's file prior to providing any services. Based on the answers provided, Subrecipient must create an action plan with their client to ensure the client's business needs and milestones will be addressed and met.

### 3. Business Service Notes

Subrecipients must keep detailed case notes for every client enrolled in your program. Be sure to document how the services provided lead to meeting the National Objective of creating and/or retaining low/moderate income jobs.

All agencies operating Los Angeles BusinessSource Centers must input the business service notes directly into Salesforce. Please refer to the LABSC Business Services Notes Instructions (Attachment 4) for more information.

### 4. HUD Self-Certification Job Forms

HUD has allowed e-signatures for this document due to the pandemic, however, it is recommended to collect original “wet” signatures when possible. If the client does not want to sign in person due to health reasons, make sure to document it in the client notes.

#### **Assisted Activity Job Creation Certification Form**

Use this form if you have assisted your client with creating a job. In order to meet these criteria, the job must be created with the direct assistance as evidenced in the Business Service Notes and supporting documents **AND** 51% of the jobs created must be available to or held by LMI persons. Jobs created can be part-time however, jobs are counted on a full time equivalent (FTE) basis.

As of July 1, 2021, when counting jobs for the job performance goal exclude any positions held by the business owners and any other having a substantial equity (20%) in the business.

#### **Assisted Activity Job Retention Certification Form**

Use this form if you have assisted your client with retaining a job. In order to meet these criteria, 51% of the jobs retained must be available to or held by LMI persons **AND** there must be documentation that jobs would have been lost without your program services. Documentation required:

- Documentation of services provided through the Subrecipient which directly prevented 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 losses 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 -**or-**
- A news or online article stating the business is about to close or move out of the city.

As of July 1, 2021, when counting jobs for the job performance goal exclude any positions held by the business owners and any other having a substantial equity (20%) in the business.

**5. Assisted Activity Job Information Report**

This form documents the number and types of jobs that exist after receiving services and is used as back-up documentation for the Job Creation/Retention forms. The report must be signed by the client or their designee. In lieu of the Assisted Activity Job Information Report, payroll records may be collected. If the number of jobs on the Assisted Activity Job Information Report or payroll records do not tie to the number of job forms collected then the Subrecipient must remove the excess jobs. **HUD has allowed e-signatures since the pandemic, however, it is recommended to collect original “wet” signatures when possible.**

**6. Business Referral Form**

This form is used for client referrals to any EWDD system based on your business needs assessment. A descriptive list of services provided by BusinessSource Centers, EWDD Partners, and WorkSource Centers is also provided.

Any document attached to this Directive shall not be altered without prior City approval.

**EDD CONTACT**

Questions or concerns should be addressed to their program monitor ([labusinesssourceadmin@lacity.org](mailto:labusinesssourceadmin@lacity.org) for BSC and [nyssa.buck@lacity.org](mailto:nyssa.buck@lacity.org) for other programs).

## Attachments:

1. Individual Business Services Agreement 2023 - LMJ (English)
2. Individual Business Services Agreement 2023 - LMJ (Spanish)
3. The Art of Writing Case Notes
4. LABSC Business Service Notes Instructions
5. Assisted Activity Job Creation Certification Form 2023
6. Assisted Activity Job Retention Certification Form 2023
7. Assisted Activity Job Information Report
8. Assisted Activity Job Information Report - Sample Scenarios
9. Business Referral Form
10. List of Services Provided by EWDD Systems