

CITY OF LOS ANGELES

CALIFORNIA

CAROLYN M. HULL
GENERAL MANAGER

ECONOMIC AND WORKFORCE
DEVELOPMENT DEPARTMENT



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LOS ANGELES, CA 90017

ERIC GARCETTI
MAYOR

DATE: April 21, 2020

TO: LA's Workforce Development System

FROM: Gerardo Ruvalcaba, Director
Workforce Development Division

**SUBJECT: WDS DIRECTIVE No. 20-23
KEEP LA WORKING ADDITIONAL ASSISTANCE DISLOCATED
WORKER PROGRAM BUDGET GUIDELINES, WORKFORCE
INNOVATION AND OPPORTUNITY ACT CO-ENROLLMENT
INFORMATION, AND MIS REPORTING GUIDELINES**

EFFECTIVE DATE

This directive is effective upon date of issue.

PURPOSE

The purpose of this directive is to provide budget requirements and guidelines, Workforce Innovation and Opportunity Act (WIOA) co-enrollment information, and MIS reporting guidelines for Keep LA Working Additional Assistance Dislocated Worker (AADW) Program participants. Budget guidelines for this program have a contract term of April 1, 2020, to June 30, 2020.

BACKGROUND

In order to mitigate the extensive losses incurred by California businesses and communities from the current coronavirus pandemic (COVID-19), the State of California Employment Development Department (EDD) contacted the City of Los Angeles' (City) Economic and Workforce Development Department (EWDD) about the availability of an Additional Assistance Grant (AAG) to help workers dislocated by COVID-19. In partnership with the County of Los Angeles, the AAG application was submitted to EDD requesting up to \$4,000,000 in funds for a six-month period beginning the date of approval of the application by the State. The request was an initial step to deal immediately with the emergency precipitated by COVID-19; a further request for more funding will be prepared in the near future.

On March 20, 2020, EWDD was awarded \$2,000,000 in Additional Assistance Dislocated Worker Grant funds from the California Employment Development Department (EDD) for the Keep LA Working Initiative that will support both businesses and individuals impacted by the pandemic through layoff aversion services and workforce development career services.

The Keep LA Working AADW program will recruit and enroll a minimum of 400 dislocated workers and ensure that such participants receive critical workforce development services. The program will also provide emergency Supportive Services to individuals impacted by the COVID-19 pandemic which may include housing assistance, including temporary housing and rental assistance, utilities, transportation, and other emergency needs to participants. Please refer to the local policy in the Annual Plan.

BUDGET GUIDELINES

Each agency contracted under the Keep LA Working AADW program must submit a three (3) month budget with a minimum set-aside of \$75,000 for Supportive Services. This set-aside should be itemized under Category #2100, Participant Related Costs (PRC), and should be reflected in the budget/expenditure plan.

Agencies contracted under the Keep LA Working AADW program may request for an advance payment of up to 30 percent of funding by submitting the Cash Request form to the Financial Management Division. All other current financial reporting requirements and deadlines will apply.

REQUIRED ACTION

A budget/expenditure plan will be required from participating contractors of the Keep LA Working AADW program. Contractors shall submit a budget reflecting:

1. A minimum set-aside of \$75,000 for Supportive Services;
2. An administrative cost cap of four (4) percent of contract award and based on WIOA regulations specified in 20 CFR 683.215. .

WIOA CO-ENROLLMENT

Eligible Keep LA Working participants shall be co-enrolled into a WIOA program to ensure they obtain all the benefits and services they are eligible to receive, such as skills set enhancement and Career Counseling and Planning and Support Services.

MIS GUIDELINES

MIS has provided the following instructions on how to report the Keep LA Working Additional Assistance Grant Code and activities into the CalJOBS system.

Contractors shall co-enroll participants in the CalJOBS system utilizing two grants:

1. WIOA Dislocated Worker DW Grant
2. SW Rapid Response Additional Assistance Grant Code – 1180 Keep LA Working Initiative

Go to the WIOA Program page and click on the "Edit Application" using the pencil icon to access the WIOA application. Go to the "Eligibility Summary" page of the application and make sure the Dislocated Worker Program is selected. Go to "WIOA Grant Eligibility" and select "YES" Statewide Rapid Response Additional Assistance Eligibility. Scroll to the Grants Section and select "View Available Grants." The Grants will be available; click Add "1180 – Keep LA Working Initiative." Scroll and click "Finish" so that the co-enrolled Grant 1180 activity can be entered.

From this point on, you will be able to create activities under the 1180 – Keep LA Working Initiative. Go to "Create Activity/Enrollment/Service," and under General Information, click on "Customer Program Group," then select "94 – Statewide Rapid Response Additional Assistance DW." Scroll down to "Enrollment Information, and click on the "Grant" drop-down to select 1180 – Keep LA Working Initiative (LAI)." Click on "Select Activity Code." The Activity Codes will be available; select the assigned activities. Enter an Actual Begin Date and Projected End Date. Complete the rest of the fields and select "Next" at the bottom of the page.

WDS CONTACT

Questions and/or concerns related to this directive should be addressed to Donny Brooks at Donny.Brooks@lacity.org or (213) 744-9093, TTY 711.

GR:DB:SM:cg

Attachments: 1. Additional Assistance Budget Template
2. MIS Screenshots – SW Rapid Response Additional Assistance Grant Code -1180 Keep LA Working Initiative