

CITY OF LOS ANGELES

CALIFORNIA

CAROLYN M. HULL
GENERAL MANAGER



ERIC GARCETTI
MAYOR

**ECONOMIC AND WORKFORCE
DEVELOPMENT DEPARTMENT**

1200 W. 7TH STREET
LOS ANGELES, CA 90017

DATE: March 3, 2021

TO: WorkSource Center Partners

FROM: Carolyn M. Hull, General Manager
Economic and Workforce Development Department

**SUBJECT: WDS DIRECTIVE No. 21-13
LAX ADDITIONAL ASSISTANCE KEEP LA WORKING/WIOA 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 program responsibility details, the Workforce Innovation and Opportunity Act (WIOA) co-enrollment information, budget guidelines, and Management Information System (MIS) reporting guidelines for eligible dislocated worker participants under the Keep LA Working – LAX Program. This program has a contract term of January 1, 2021 to December 31, 2021.

BACKGROUND

Since the start of the novel coronavirus pandemic (COVID-19) and the subsequent “Safer at Home” orders issued in Los Angeles County, the Economic and Workforce Development Department (EWDD) has received more than 800 Worker Adjustment and Retraining Notification (WARN) notices impacting nearly 20,000 employees from various companies working directly or indirectly in the airline industry, but specifically at the Los Angeles World Airport (LAX). The WARN notices were issued as a result of significant reduction in air travel since the start of the pandemic, and the impacts from the conclusion of the Small Business Administration’s Paycheck Protection Program.

EWDD is leading efforts to mitigate the extensive job losses caused by COVID-19 at LAX by providing educational, training, and workforce development services. Through the Additional Assistance Grant, EWDD was awarded \$1 million to provide services to a minimum of 189 displaced workers at LAX with the goal of providing the necessary training and upskilling services required by impacted employees to transition into post-pandemic careers. Through this program, EWDD will emphasize services to low-skilled workers unlikely to return to their pre-pandemic employment.

PROGRAM RESPONSIBILITY

Participating contractors shall work with LA World Airports Business, Jobs & Social Responsibility Division to provide eligible participants with the necessary WIOA services. LAX and EWDD will serve as the points of contact with airline employers, unless otherwise noted. Contractors will coordinate with LAX and EWDD to receive and track referrals of eligible participants. Contractors shall utilize and disseminate program marketing materials and actively participate in program implementation meetings.

Contractors shall provide the following service categories, as needed, to improve employment outcomes:

1. Career Services
2. Training Services
3. Supportive Services
4. Follow-up Services

WIOA CO-ENROLLMENT

Eligible LAX dislocated worker participants can be co-enrolled into a WIOA program to ensure impacted workers obtain all the benefits and services they are eligible to receive, such as additional training and extended unemployment insurance benefits. Although it is not required, co-enrollment is encouraged.

BUDGET GUIDELINES

Each agency contracted under the Keep LA Working - LAX Program has submitted a budget with a minimum set-aside of 50 percent for Training and/or Supportive Services. This set-aside should be itemized under Category #2100, Participant Related Costs (PRC), and should be reflected in the budget/expenditure plan.

MIS GUIDELINES

All eligible dislocated workers must be captured in CalJOBS using Grant Code 1214. WIOA Dislocated Worker (DW) Co-enrollment is allowed and encouraged if determined necessary, appropriate, and reasonable. Eligible DW participants from LAX are those who:

- Were dislocated starting March 20, 2020.
- Were formerly employed working directly or indirectly in the airline industry.

The use of activity codes directly relates to federal reporting and WIOA performance indicators. The performance indicators should be evaluated closely to ensure the service provided aligns with the definition of the activity code selected for entry into CalJOBS. For more information on the recommended activity codes for grant 1214, refer to the attached Activity Code Definition for the Statewide Additional Assistance program. Other applicable WIOA codes may be used; see WDS 19-06.

To ensure contractors report accurate data for this program, the following activity codes are required:

1. Orientation – 101
2. Objective Assessment – 203
3. Development of IEP – 205

REQUIRED ACTION

A budget/expenditure plan will be required from participating contractors of the Keep LA Working - LAX Program. Contractors should submit a budget reflecting:

- Minimum set-aside of 50 percent for Training and/or Supportive Services.
- Admin cap of 4 percent.

WDS CONTACT

If you have any questions regarding this directive, please contact Raven Owens at Raven.Owens@lacity.org.

CMH:GR:DB:EM:RO:cg

Attachments: 1. LAX Grant 1214 – Activity Codes Guidance
2. MIS screenshots - LAX AA Grant 1214
3. LAX Additional Assistance – Budget Template