

CITY OF LOS ANGELES

CALIFORNIA

CAROLYN M. HULL
GENERAL MANAGER



**ECONOMIC AND WORKFORCE
DEVELOPMENT DEPARTMENT**

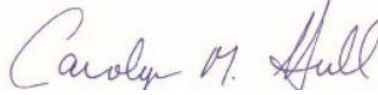
1200 W. 7TH STREET
LOS ANGELES, CA 90017

ERIC GARCETTI
MAYOR

DATE: March 16, 2021

TO: LA:RISE Contractors

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



**SUBJECT: WDS DIRECTIVE No. 21-18
LOS ANGELES REGIONAL INITIATIVE FOR SOCIAL ENTERPRISE
COMMUNITY DEVELOPMENT BLOCK GRANT COVID ELIGIBILITY,
CALJOBS, AND FISCAL REPORTING GUIDELINES**

EFFECTIVE DATE

This directive is effective upon date of issuance.

PURPOSE

The purpose of this directive is to set forth the program eligibility, and CalJOBSSM and fiscal reporting guidelines for the City of Los Angeles "Los Angeles Regional Initiative for Social Enterprise" (LA:RISE) Community Development Block Grant (CDBG)-COVID contracts.

BACKGROUND

The LA:RISE program is a multi-faceted intervention that provides transitional jobs and other job training services to hard-to-employ participants (those with a history of homelessness or at-risk of homelessness, currently in unstable housing, including formerly incarcerated, and disconnected youth). The Economic and Workforce Development Department (EWDD) was granted \$750,000 in CDBG-COVID funds to provide LA:RISE employment services and job training/work experience in work related to COVID relief efforts to 117 individuals. LA:RISE services will be delivered during the period of February 1, 2021 to June 30, 2021.

PROGRAM ELIGIBILITY

The LA:RISE CDBG-COVID Eligibility Form will be used for the participant enrollments. As with the regular LA:RISE program, the participants must have a history of homelessness, be currently homeless, or at-risk of homelessness (unstable housing). For consistency, the United States Department of Housing and Urban Development (HUD) definition of homelessness will be used. Participants must reside in the City of Los Angeles and be 18 years of age or older. If not currently homeless, the participants must meet CDBG low income guidelines. EWDD will be collecting information regarding the impact of COVID-19 on the employment status of participants for data purposes only.

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.

CDBG INCOME DETERMINATION AND VERIFICATION

CDBG funds must be used to serve low income persons whose annual income falls below 80% of the area median family income based on family size.

The family size qualifying maximum Income levels are as follows:

INCOME LEVEL	FAMILY SIZE							
	1	2	3	4	5	6	7	8
Extremely Low	\$23,700	\$27,050	\$30,450	\$33,800	\$36,550	\$39,250	\$41,950	\$44,650
Very "Low"	\$39,450	\$45,050	\$50,700	\$56,300	\$60,850	\$65,350	\$69,850	\$74,350
Low "Mod"	\$63,100	\$72,100	\$81,100	\$90,100	\$97,350	\$104,550	\$111,750	\$118,950

Presumed Eligible: The following groups are presumed CDBG eligible and income eligibility does not need to be completed using source documentation for beneficiaries: homeless persons, elderly 62+, severely disabled, battered spouses, abused children, illiterate adults, persons living with AIDS, and migrant farm workers.

For participants who indicate "formerly homeless" or "at-risk of homelessness" on the LA:RISE Eligibility Form, documenting and verifying the income of the participant is mandatory. LA:RISE partners must confirm income requirements through an examination of documents. Income determination and eligibility shall be made prior to enrollment into LA:RISE CDBG-COVID program. No services may be provided until the participant has furnished proof of CDBG income eligibility. All documentation necessary to establish CDBG income eligibility must be collected and placed in the participant's file.

"Income" is the total annual income of all family members as of the date that federal-funded assistance is provided. Additional expected sources of income and the amount expected during the period of federal assistance must be included in this calculation of annual family income. All income for all persons in the family **must** be included in calculating family income, whether or not the family member receives assistance. Types of income to be included are: wages, tips, self-employment income, interest/dividends, SSI or other public assistance, social security or other income received on a regular basis such as VA payments, retirement benefits, unemployment compensation, etc.

The income determination sheet used must be included in the participant's file along with the verification documents. LA:RISE partners may use the attached PY 20-21 LA:RISE CDBG-COVID Income Determination & Family Size Worksheet for income determination. Alternatively, LA:RISE partners may use HUD's online income calculator via the following site: <https://www.hudexchange.info/news/cpd-income-eligibility-calculator-updated-with-income-limits/> This calculator is an interactive tool for determining the income eligibility and assistance amounts for beneficiaries of HUD CDBG programs. Select CDBG, the National Objective being met is Low/Mod- Limited Clientele, at 80% of the area median family income. Once the requested data is entered, this calculator will generate a summary of results for each beneficiary (see sample attached).

PROHIBITION AGAINST DUPLICATION OF BENEFITS AND REQUIRED AFFIDAVIT

LA:RISE CDBG-COVID funded agencies and participants are subject to the federal Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) which prohibits the duplication of benefits. Per HUD CDBG guidelines, participants will be required to sign a “no duplication of benefit” affidavit affirming that the participant has not received additional assistance from COVID-19 relief funding provided through the Coronavirus Aid, Relief, and Economic Security (CARES) Act or under any other federal disaster relief and emergency assistance programs. Any information provided that proves the participant received said benefits will lead to forfeiture of any funds granted and be cause for termination from the LA:RISE CDBG-COVID program.

COVID RELIEF WORKSITES AND ACTIVITY REPORT

The program will provide job training and work experience in COVID relief efforts. LA:RISE participant job training duties must include COVID-19 disaster relief and humanitarian aid such as sanitizing of public spaces, support with emergency food distribution, supporting COVID-19 testing sites, staffing emergency shelters to support COVID preparation, response, and prevention. Description of the COVID relief worksite and of the work to be performed at the worksite by the participants must be provided to EWDD for review and approval. LA:RISE partners will submit a LA:RISE CDBG-COVID Relief Activity Report listing relief activities and outcomes achieved. Reports will be submitted to EWDD as needed, at a minimum on April 30, 2021 and June 30, 2021.

REQUIRED ELIGIBILITY AND PROGRAM DOCUMENTS

The following LA:RISE standardized forms and documents are to be used:

Documents (CDBG-COVID)
LA:RISE CDB-COVID Participant Eligibility Form
Income Determination and Verification Form
No Duplication of Benefit Affidavit
Worksite Acknowledgement Form
Worksite Supervisor Orientation Sheet and ADA Information**
Job Training Timesheet**
Job Readiness Assessment Form*
Retention Support Referral Form
COVID Relief Activity Report

*SEs may use the regular JRA tool created by REDF if preferred

** Applicable if using outside worksites

LA:RISE PARTNERS

The following agencies will be partnered to provide LA:RISE CDBG-COVID services:

Job Training Services: Social Enterprise/Transitional Employment Partner	Workforce Partner	Job Retention & Personal Support Partner
Chrysalis Enterprises	Northeast Los Angeles WSC (Goodwill)	Chrysalis
Goodwill Industries So Cal	Northeast Los Angeles WSC (Goodwill)	FOLA
Homeboy Industries	Northeast Los Angeles WSC (Goodwill)	FOLA
Los Angeles Conservation Corps	Northeast Los Angeles WSC (Goodwill)	FOLA

Center for Employment Opportunities	Vernon Central/LATTC WSC (CRCD)	CEO
CRCD Enterprise	Vernon Central/LATTC WSC (CRCD)	ARC
Downtown Women's Center	Vernon Central/LATTC WSC (CRCD)	DWC
YWCA Digital Learning Academy	Hollywood WSC (MCS)	YWCA DLA
Los Angeles LGBT Center	Hollywood WSC (MCS)	LGBT Center
Managed Career Solutions	Hollywood WSC (MCS)	Hollywood WSC
Center for Living and Learning	Sun Valley WSC (EI Proyecto)	CLL
AYE YouthSource Center	AYE YSC (Catholic Charities of LA)	AYE YSC
Sun Valley YouthSource Center	Sun Valley YSC (EI Proyecto)	Sun Valley YSC
West Los Angeles YouthSource Center	UCLA YSC	UCLA YSC

CALJOBSSM DATA REPORTING REQUIREMENTS

LA:RISE partners will utilize the CalJOBSSM system (www.caljobs.ca.org) to report program services delivered and participant outcomes achieved. Data from the CalJOBSSM Regional LA:RISE Generic Module Application and from the City's WIOA programs will be used to substantiate program enrollments and performance measures achieved.

CO-ENROLLMENT INTO WIOA

At least 70% of LA:RISE participants are to be co-enrolled into the City's WIOA programs.

MIS GUIDELINES

The MIS Unit has provided instructions to enter participants and activities into the CalJOBSSM system.

JOB TRAINING: SOCIAL ENTERPRISE/ TRANSITIONAL EMPLOYMENT PROVIDER	PROGRAM	REQUIRED ACTIVITY CODE
Participants are to be enrolled under the Generic Module "Regional LA:RISE"	Select: LA City General Fund (EWDD)	101- Orientation
WORKFORCE PARTNER	LOCAL GRANT CODE WIOA & Non-WIOA Title 1	REQUIRED IDENTIFIER ACTIVITY CODE
WIOA Title I or WIOA co-enrolled	To identify participant as LA City General Fund- CDBG-COVID participant- the following local grant code must be added:	Non-WIOA Local Grant Code Activity Code
LA City General Fund	LA City General Fund (EWDD) LAI 515	321 –Transitional Job

ALL LA:RISE participants MUST have a generic module application AND a Title I - WIOA application, in order to count as a fully enrolled LA:RISE participant. Without the Title I WIOA application, EWDD will not be able to record crucial demographic data, nor track placements and employment information. Social Enterprises shall coordinate with workforce partner to create CalJOBS WIOA Title 1 Application for all LA:RISE participants **within 30 to 60 days of the generic module application.**

REFERRAL SOURCE
<p>To distinguish between the regular City General Fund enrollments vs. CDBG-COVID enrollments: Under Question 5 of the Generic Module Application, LA:RISE partners are to indicate Referral Source: “CDBG-COVID” and are to add a case note to note that the participant is a LA:RISE CDBG-COVID funded participant.</p>

BUDGET GUIDELINES

CDBG-COVID funds will be used to provide the following LA:RISE services:

- Job training stipends (up to \$4,000 per participant, recommended for a minimum of 20 hours per week/4 hours per day at job training rate of \$14.25 to \$15 per hr.)
- Case management services
- Skill building/classroom training
- Job placement services
- Support services
- Job retention services
- Job retention support service stipends

A budget/expenditure plan will be required from all participating contractors. In preparing your budgets, please adhere to the following guidelines:

PY 20/21 LA:RISE Budget Forms

- Utilize the attached budget forms template to request payment for delivered services
- Submit the completed Narrative Form along with the other budget forms
- Budget must reflect the funding structure outlined in the LA:RISE contracts
- EWDD will not process the proposed budget if the attached LA:RISE PY 20/21 budget template is not utilized.

Budget Support Documents

- Submit all required support documentation with the budget forms to avoid withheld funds (e.g. subcontractors, indirect cost rate approval letter, etc.)

Cost Allocation Plan

- Apply appropriate Cost Allocation Plan (based on projected expenditures)
- For Agency Staff: Schedule of Personnel: FICA must be at fixed rate of 7.65%

Not Allowable Items

- Participant Wages and Fringe Benefits (not an eligible CDBG expense)
- Retention Financial Incentives (not an eligible CDBG expense)
- Personnel Costs Category: Salaries - Overtime
- Other Costs Category: Rent/Depreciation: only one item may be billed, not both.

Leverage Resources

- Utilize the Budget Detail and Narrative Form to report and explain leveraged resources
- LA:RISE partners may leverage payment of the LA:RISE participant wages and fringe benefits utilizing the revenue from their social enterprise or via other agency general funds.

Budget Submission

- For review and approval, e-mail the Excel version of the proposed budget to the EWDD LA:RISE Unit. Submit to your assigned LA:RISE program monitor Rigo.Ramirez@lacity.org and courtesy copy Elizabeth.Macias@lacity.org.

LA:RISE MONTHLY CASH REQUESTS AND FINANCIAL REPORTING FORMS

The financial reporting forms shall be submitted on a monthly basis on the 15th of the month to EWDD's Financial Management Division (FMD). Submit to ewddfiancial@lacity.org with subject heading "LA:RISE CDBG Monthly Cash Request, name of your agency, contract #." Courtesy copy the LA:RISE Unit program staff.

WDS CONTACT

Questions or concerns should be addressed to the LA:RISE Program Administrator, Elizabeth Macias at Elizabeth.Macias@lacity.org or (213) 238-1717, TTY: 711.

CMH:GR:DB:EM:cg

Attachments:

1. LA:RISE CDBG-COVID Participant Eligibility Checklist Form and Program Documents
2. LA:RISE CDBG-COVID Income Determination & Family Size Worksheet
3. HUD Self-Certification of Annual Income Calculator Beneficiary Sheet - Sample
4. LA:RISE CDBG-COVID Duplication of Benefit Affidavit
5. LA:RISE CDBG-COVID Relief Activity Report PY 2020-21
6. LA:RISE CDBG-COVID Budget Forms