

# CITY OF LOS ANGELES

CALIFORNIA

CAROLYN M. HULL  
GENERAL MANAGER



**ECONOMIC AND WORKFORCE  
DEVELOPMENT DEPARTMENT**

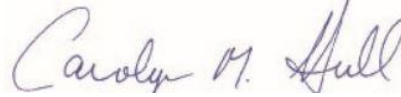
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LOS ANGELES, CA 90017

ERIC GARCETTI  
MAYOR

**DATE:** July 22, 2021

**TO:** LA:RISE Contractors

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



**SUBJECT: WDS DIRECTIVE No. 22-01**

*(Supersedes WDS Directive No. 21-18)*

**LOS ANGELES REGIONAL INITIATIVE FOR SOCIAL ENTERPRISE  
(LA:RISE) COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
COVID ELIGIBILITY, CALJOBS<sup>SM</sup>, 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, CalJOBS<sup>SM</sup> and fiscal reporting guidelines for the City of Los Angeles LA:RISE, 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 or at-risk of homelessness, currently in unstable housing, including formerly incarcerated, and disconnected youth). The Economic and Workforce Development Department (EWDD) was granted \$2 million in CDBG Coronavirus Aid, Relief, and Economic Security (CARES) Act (CDBG-CV) funds to provide job training/work experience in work related to COVID relief efforts. LA:RISE will provide job training and employment services to 299 individuals and will be delivered from February 1, 2021 to June 30, 2022.

## **PROGRAM ELIGIBILITY**

The LA:RISE CDBG-COVID eligibility form will be used for 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 LA 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 on the employment status of participants for data purposes only.

## CDBG INCOME DETERMINATION AND VERIFICATION

CDBG funds must be used to serve low-income persons whose annual income falls below 80 percent 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

Income eligibility does not need to be completed using source documentation for beneficiaries. Presumed CDBG-COVID eligible groups include: 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. 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. LA:RISE partners must confirm income requirements through an examination of documents.

"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.

LA:RISE partners may use the attached PY 20-21 LA:RISE CDBG-COVID Income Determination & Family Size Worksheet, which must be included in the participant's file along with the verification documents.. 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 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 percent of the area median family income. Once the requested data is entered, this calculator will generate a summary of results for each beneficiary (see attached sample).

**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 relief funding provided through the CARES Act or any other federal disaster relief and emergency assistance programs. Any information proving the participant received said benefits will be cause for termination from the LA:RISE CDBG-COVID program and lead to the forfeiture of any funds granted.

**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 disaster relief and humanitarian aid such as sanitizing public spaces, assisting with emergency food distribution, supporting COVID testing sites and 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. Activity reports will be submitted on the following dates, or as requested by EWDD: June 30, 2021, September 30, 2021, January 10, 2022, March 31, 2022, and June 30, 2022.

**REQUIRED ELIGIBILITY AND PROGRAM DOCUMENTS**

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

<b>Documents (CDBG-COVID)</b>
LA:RISE CDBG-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** <i>(sample template only)</i>
Job Readiness Assessment (JRA) 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:

<b>Job Training Services: Social Enterprise/ Transitional Employment Partner</b>	<b>Workforce Partner</b>	<b>Job Retention &amp; Personal Support Partner</b>
Chrysalis Enterprises	Northeast Los Angeles WSC (Goodwill)	Chrysalis
Goodwill Industries So Cal (Goodwill)	Northeast Los Angeles WSC (Goodwill)	FOLA (Friends Outside Los Angeles)
Homeboy Industries	Northeast Los Angeles WSC (Goodwill)	FOLA
Los Angeles Conservation Corps (LACC)	Northeast Los Angeles WSC (Goodwill)	FOLA
Coalition for Responsible Community Development (CRCD) Enterprises	Vernon Central/LATTC WSC (CRCD)	Anti-Recidivism Coalition (ARC)
Downtown Women's Center (DWC)	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 (MCS)	Hollywood WSC (MCS)	Hollywood WSC
Center for Living and Learning (CLL)	Sun Valley, Southeast Valley WSC (El Proyecto)	CLL
AYE YouthSource Center [YSC] (Catholic Charities of LA)	AYE YSC	AYE YSC
El Proyecto Del Barrio (El Proyecto)	Sun Valley, North Valley YSC (El Proyecto)	Sun Valley YSC
UCLA Community Based Learning Program (CBL)	West Los Angeles YSC	West LA YSC

**CALJOBS<sup>SM</sup> DATA REPORTING REQUIREMENTS**

LA:RISE partners will utilize the CalJOBS<sup>SM</sup> system ([www.caljobs.ca.org](http://www.caljobs.ca.org)) to report program services delivered and participant outcomes achieved. Data from the CalJOBS<sup>SM</sup> Regional LA:RISE Agency Defined Program (formerly called 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 percent 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 CalJOBS<sup>SM</sup> system.

<b>JOB TRAINING: SOCIAL ENTERPRISE/ TRANSITIONAL EMPLOYMENT PROVIDER</b>	<b>PROGRAM</b>	<b>REQUIRED ACTIVITY CODE</b>
Participants are to be enrolled under the Agency Defined Program "Regional LA:RISE"	<b>Select:</b> LA City CDBG-COVID (EWDD)	<b>101</b> - 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 <b>CDBG-COVID</b> participant, the following local grant code must be added:	Non-WIOA Local Grant Code Activity Code
LA City CDBG-COVID (EWDD)	LA City CDBG-COVID (EWDD) <b>LAI 518</b>	<b>321 –Transitional Job</b>
<b>ALL LA RISE participants MUST have an agency defined program application AND a Title I - WIOA application</b> , 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 a <b>CalJOBS WIOA Title I Application</b> for all LA:RISE participants <b>within 30 to 60 days of the Agency Defined Application.</b>		

### PRIOR LA:RISE CDBG-COVID ENROLLMENTS

All LA:RISE CDGB-COVID participant enrollments previously entered under the Regional LA:RISE, LA City General Fund (EWDD) program from February 1, 2021 to present with “CDBG-COVID” as the referral source will need to be re-designated as LA City CDBG-COVID (EWDD) program enrollments as follows:

1. CalJOBS Agency Defined Program: Change the Regional LA:RISE program designation to LA City CDBG-COVID (EWDD)
2. If the current activity LA City General Fund (EWDD) LAI 515 has not been closed, enter an Activity Completion\_Status as “Successful Completion” with appropriate end date. Then add the new LA: RISE LA City CDBG-COVID (EWDD) local grant code **LAI 518**.

### CASE CLOSURES

Case managers shall close the Agency Defined Application and WIOA Title I apps at roughly the same time, when the participant has either entered permanent employment or will no longer receive services. Case Managers shall create a record closure for participants who are inactive for more than 60 days or who have dropped from the program.

Case Managers shall use the following “Exit Reasons”

- Successful Completion Employed = Gained unsubsidized permanent employment
- Planned Services Completed = Completed 300 hours of TSE and passed 2 JRAs with a score of 3 or higher and will no longer receive further services
- Planned Services Not Completed = Dropped out of the program before completion of 300 hours or before passing the JRAs

### 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 percent

#### 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 [Elizabeth.Macias@lacity.org](mailto:Elizabeth.Macias@lacity.org).

**LA:RISE MONTHLY CASH REQUESTS AND FINANCIAL REPORTING FORMS**

The financial reporting forms shall be submitted on the 15<sup>th</sup> of the month to EWDD's Financial Management Division (FMD). Submit to [ewddfiancial@lacity.org](mailto:ewddfiancial@lacity.org) with subject heading "LA:RISE CDBG Monthly Cash Request, name of your agency, contract number." Courtesy copy (CC) the LA:RISE Program Administrator.

**WDS CONTACT**

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

CMH:GR:DB:EM:cg

Attachments:

1. CDBG-COVID Participant Eligibility Checklist Form and Program Documents
2. CDBG-COVID Budget Forms