

CITY OF LOS ANGELES

CALIFORNIA

CAROLYN M. HULL
GENERAL MANAGER



ERIC GARCETTI
MAYOR

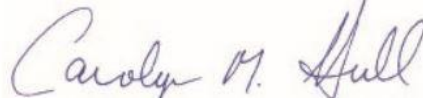
**ECONOMIC AND WORKFORCE
DEVELOPMENT DEPARTMENT**

1200 W. 7TH STREET
LOS ANGELES, CA 90017

DATE: September 28, 2021

TO: LA:RISE Contractors

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



SUBJECT: WDS DIRECTIVE NO. 22-05
(Supersedes WDS Directive No. 21-01)
**LOS ANGELES REGIONAL INITIATIVE FOR SOCIAL ENTERPRISE
BUDGET GUIDELINES AND FISCAL REPORTING REQUIREMENTS**

EFFECTIVE DATE

This directive is effective upon date of issuance.

PURPOSE

The purpose of this directive is to set forth the Program Year (PY) 2021-22 budget guidelines and fiscal reporting requirements for the City of Los Angeles "Los Angeles Regional Initiative for Social Enterprise" (LA:RISE) contracts funded by the City General Fund and the County Measure H Fund.

BACKGROUND

The LA:RISE program provides transitional jobs and other services to hard-to-employ participants (those with a history of homelessness or at-risk of homelessness including, formerly incarcerated and disconnected youth). Under the LA:RISE, the participants progress from subsidized, transitional employment to unsubsidized competitive employment in the open labor market and receive job retention support for one year from time of job placement. Contracts will run July 1, 2021 through June 30, 2022.

During PY 2021-22, Council Districts 2 (Council Member Paul Krekorian) and Council District 10 (Council Member Mark Ridley-Thomas) have earmarked City General Funds to support a targeted LA:RISE pilot program to provide LA:RISE services to individuals residing within their respective Council District (verified by zip codes/address).

PROPOSED PROGRAM BUDGETS

LA:RISE contractors are to submit a 12-month budget for the County Measure H and City General Fund contracts. Separate budgets will be required for those contractors funded under the regular LA:RISE City General Fund program and with Council District 2 and 10 funds.

BUDGET GUIDELINES

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

PY 21-22 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
- The Economic and Workforce Development Department (EWDD) will not process the proposed budget if the attached LA:RISE PY 21-22 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.)
- If allocating funds for personnel, please submit:
 - a. A Personnel Cost Allocation Plan
 - b. Position Descriptions detailing staff function in support of LA:RISE service delivery

Cost Allocation Plan

- Apply appropriate Cost Allocation Plan (based on projected expenditures)
- Support Services: Social Enterprise/Retention Providers must allocate support services as outlined in contractor's scope of work or as requested by EWDD
- Training cohorts: Workforce partners must allocate training cohort funds as outlined in contractor's scope of work or as requested by EWDD
- 10% admin cap
- Schedule of Personnel: FICA must be at fixed rate of 7.65%

Not Allowable Items

- 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

Budget Modification Requests

- Utilize your agency's approved PY 21-22 LA:RISE Budget Forms
- On the Budget Narrative Form detail the proposed line-item modification
- With the submission, provide the reason for the modification request

Budget Submission

- For review and approval, e-mail the Excel version of the proposed budget to Elizabeth.Macias@lacity.org.

LA:RISE MONTHLY CASH REQUESTS AND FINANCIAL REPORTING FORMS

As instructed by EWDD's Financial Management Division (FMD) directives, the financial reporting forms shall be submitted on a monthly basis on the 5th of the month for County Measure H and on the 15th of the month for City General Fund to ewddfiancial@lacity.org with subject heading "**LA:RISE Monthly Cash Request, name of your agency, contract #**" Please copy your fiscal monitor and LA:RISE program monitor on the submission.

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. PY 21/22 Budget Forms - County Measure H
2. PY 21/22 Budget Forms - City General Fund